

**LOAN APPLICATION, ARCHIVES COMMITTEE
GIRLGUIDES OF CANADA-GUIDES DU CANADA
NOVA SCOTIA COUNCIL**

Send to: Archives Committee – Attention: Elizabeth Hartling, Girl Guides of Canada, Nova Scotia Council, 3581 Dutch Village Road, Halifax, NS B3N 2S9

Should be received at least 30 days in advance of date materials are to be picked up.

BORROWER (unit, district, area): _____ DATE: _____

NAME OF PERSON (print): _____ POSITION: _____

ADDRESS: _____ PHONE: _____

I hereby request that the Nova Scotia Council lend the uniforms or other material listed:
UNIFORMS (number required – may indicate preferences): _____

OTHER MATERIAL (specify): _____

The purpose for which this loan request is made (eg. Display, model, etc): _____

Date for which required: _____ Pick up Date: _____ By Whom: _____

Return Date: _____ Or other arrangement: _____

SIGNATURE OF PERSON: _____
(Indicates acceptance of loan conditions noted on next page.)

ARCHIVES USE ONLY – Itemized listing of uniforms or other materials supplied with any special directions of notations.

CONDITIONS UNDER WHICH THIS LOAN IS MADE

1. Loan fee is a basic \$5.00 plus \$1.00 per uniform, or an adjusted amount for other material. Payment of loan fee may be made when material is picked up or returned. Make cheques or money orders payable to Girl Guides of Canada and indicate on the envelope **Attention: Archives Committee.**
2. Any shipping charges or charges related to cleaning, repair or replacement will be billed to the person signing on the reverse side of this form.
3. If the uniforms are to be worn, every effort must be made to ensure they are handled carefully.
4. A tie, belt, etc accompanying a specific uniform must be kept with that uniform.
5. Uniforms or other materials are to be returned within 30 days of the pick-up date, or sooner if possible. Others may wish to borrow them.
- 6. PLEASE TAKE GOOD CARE OF THESE UNIFORMS AND OTHER MATERIALS SO WE CAN CONTINUE WITH THIS SERVICE.**