



Flag Rental Agreement

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girlscoutshcc.org

For use when borrowing flags from the Sacramento Regional Program Center or Modesto Regional Office with at least **two weeks advanced notice**. Please fill out and email to: equipmentrentals@girlscoutshcc.org

Name: _____ Phone Number: _____

Troop Number: _____ Service Unit Number: _____

Email: _____ Event/Use: _____

Reservation Date: _____ Pick Up Date: _____ Scheduled Return Date: _____

- A \$30 refundable deposit is required per use. Deposits are held until items are returned and evaluated for condition.
- All items must be returned IN GOOD and CLEAN CONDITION as SCHEDULED.
- A \$10 late fee will be charged for all items not returned as scheduled.
- Failure to return items in good condition will result in the loss of the deposit, and additional charges based on the repair or replacement costs of any items damaged or lost.
- Checkout and return of all items must be during office hours:
 - Sacramento Regional Program Center - Monday-Friday, 8:00 a.m. to 5:00 p.m.
 - Modesto Regional Office - Monday-Friday 8:30 a.m. to 5:00 p.m.
- All items are available on a first come, first serve basis.
- Allow time for checking flags in/out.

Quantity	Flag Name	Condition	Poles, Stands, etc

Receiver's Printed Name: _____ Receiver's Signature: _____

Today's Date: _____ Staff Member: _____

Returnee's Printed Name: _____ Returnee's Signature: _____

Today's Date: _____ Staff Member: _____

For Office Use Only

Deposit Received: _____ Deposit Returned: _____ Actual Return Date: _____