



Video Library Membership Application

Rules and Regulations for RHA Video Library

Keep this section for your reference.

RHA Video Library membership is **FREE** for all RIT students living in the Residence Halls.

1. You are the only one who may take out videos with your membership card. RIT ID must be shown along with membership card at the time of rental.
2. All rentals are for **3 days**, except at the end of each quarter when all videos are due on the last day of regular classes, regardless of the day it was rented. Return videos to the RHA office. If the office is closed, return videos to the video drop box. RHA office hours are posted outside the office and also on the RHA webpage at rha.rit.edu
3. Renting the same video for 2 consecutive rental periods is not allowed. Allowing reserves and consecutive rentals would limit the choices for all members.
4. **Late fees- for everyday the movie is late; you will be charged a \$1.00 late fee for each movie.** If the movies are not returned within two weeks, a \$20.00 per movie replacement fee will be charged. All late fees must be paid before you are allowed to rent again. Late fees may be paid in cash, check, or flex at the RHA office. If late fees persist your student account will be charged.
5. If you rent a movie and find that it is damaged, return it to the RHA office IMMEDIATELY. If you return it without notifying anyone, you will be charged the \$20.00 replacement fee

Tear off this section and return it to the RHA office.

Name: _____ Phone Number: _____

Email Address: _____

RIT ID: _____ - _____ Building: _____ Room Number _____

By signing and dating the line below, I agree to follow all the rules listed above.

_____/_____/_____
 Sign Date

RHA office use only

Assigned Customer Number: _____