DVD 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 under your account. You MUST have your RIT ID with you in order to take out any movies.

2. All videos must be returned within **3 days** of being borrowed 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 borrowed. If the office is closed, return videos to the video drop box aka **RHALF**. RHA office hours are posted outside the office and also on the RHA webpage at http://rha.rit.edu.

3. The same video may not be borrowed for 2 consecutive rental periods and videos cannot be reserved.

4. **Late fees** - **for every day the movie is late; you will be charged a $1.00 late fee for each movie per day.** 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 borrow again. Late fees may be paid in cash, check, or Tiger Bucks at the RHA office.

5. If you borrow 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

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

Print Name: ___________________________ Phone Number: ___________________________

RIT Email Address: ___________________________

RIT ID: ___________ Residence Hall: ___________________________ Room Number ___________

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

_________________________________________  ___/___/_______
Signature                         Date