



## **Regional Resource Room Policies and Procedures**

- The Regional Resource Room will be open on the 2<sup>nd</sup> Wednesday of the month from 3-5 pm and the 4<sup>th</sup> Wednesday of the month from 3-5 pm.
- Only teacher members and members that are classroom or home school teachers may borrow materials from the Regional Resource Room.
- Teachers may borrow up to 3 items per visit.
- Teachers that borrow materials are financially liable for any loss or damages that occur to materials while in their possession and agree to pay the damage or loss fees as assessed by Amazement Square.
- Items borrowed from the Regional Resource Room are due back the next Wednesday that the Regional Resource Room is open. Only books and videos may be returned at the front desk before their due date. Education kits may not be dropped off before their due date and time.
- A late fee of \$3 per day will be assessed to each item for each day it is overdue. Late fees must be paid before more items can be borrowed.
- All education kits must be inventoried upon their return with the teacher member and a member of the Amazement Square Education Department.
- Reservations for materials are not accepted.
- Amazement Square members and visitors that are not teachers are welcome to use materials in the Regional Resource Room during its operational hours.

I have read the following procedures and agree to follow them in order to have access to the materials in Amazement Square's Regional Resource Room.

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Teacher Name	Date	Membership Number
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