

## Artex Cedar Hill Safety Video Loan Policy

Safety videos are available for loan to our policyholders to use as a tool in the safety training of employees. A request form and list of videos is provided as part of the orientation material at policy inception.

These videos are available in a library “check-out” system and are FREE of charge as long as they are returned in a timely manner.

Due to the high demand of videos and the unfortunate loss/non-return of many of our videos, it is necessary to establish the following procedures:

- **Videos may be checked out for 30 days.** Due dates may be extended an additional 30 days if requested prior to the due date.
- A **maximum of 5 videos** may be checked out at any time to a policyholder.
- If the tapes are not returned by the due date, the policyholder will be billed **\$130.00** per video to cover the cost of replacement.
- No video may be checked out until late tapes are returned or Artex Cedar Hill is reimbursed for lost or missing tapes.

An updated list of videos may be requested by calling the Loss Control Department at (800) 411-3678.

**I have read in its entirety and fully understand and agree to comply with the terms & guidelines set forth above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact's Email Address

\_\_\_\_\_  
Address- *Videos will be mailed to PEO.*

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip Code

***(Please return original)***