



Army Community Services Lending Closet

Authority: 10 USC 3012

Principle Purpose: To enable the ACS office to control items in the ACS Loan Closet.

Routine Use: a) to enable ACS personnel to trace and account for equipment and household items with the ACS Loan Closet. b) Information is also used in comprehensive reports of the number of personnel using the ACS Loan Closet. Providing the information is voluntary. If not provided, items will not be issued to individuals for use.

INCOMING _____ OUTGOING _____ (CHECK ONE)

SOLDIER/CIVILIAN INFORMATION

LAST NAME: _____ FIRST NAME: _____ DOB(DD/MM/YYYY) _____

SM DoD ID # _____

RANK: _____ UNIT/ORG: _____ WORK EMAIL: _____@ARMY.MIL

CIV EMAIL: _____

CMR/PSC ADDRESS _____

UNIT/ORG PHONE: _____ CELL PHONE: _____ MARRIED _____ SINGLE _____

SPOUSE NAME (IF APPLICABLE) _____

MILITARY SPONSOR INFORMATION

LAST NAME: _____ FIRST NAME: _____ DOB(DD/MM/YYYY) _____

RANK: _____ UNIT/ORG: _____ WORK EMAIL: _____@ARMY.MIL

CMR/PSC ADDRESS _____ CIV EMAIL: _____

UNIT/ORG PHONE: _____ CELL PHONE: _____

TERMS & CONDITIONS: *Please review before borrowing items from the lending closet.*

I. LOAN CONDITIONS: Items are loaned for a **60-DAY** period and must be returned on or before the specified date. An **extension must be requested 2-working days prior to due date**. To request an extension, contact ACS at **DSN 587.2121 or Civilian 0611.143.587.2121**. **Some loan items are in high demand and an extension of the loan period may not be possible.** Prior to acceptance, all items must be thoroughly inspected to ensure they are clean, in good working, etc. Items must not be accepted if they are cracked, or otherwise not in a good condition. We suggest re-cleaning or washing all dishes and other utensils before they are used. A suitable detergent and hot water (if washed by hand), or an automatic dishwasher may be used. Rinsing in a diluted household bleach solution is also recommended. **Loaned items must not be further lent or transferred to another individual.** Loading and unloading the items are the responsibility of the borrower.

II. HOLD HARMLESS AGREEMENT: The availability and loan of an item does not constitute Army endorsement of the product or its manufacture. The signing of this form denotes acceptance of full liability and responsibility for the use of loaned items, and for the safety of any person who uses the items. Instructions, if provided, must be read and followed. The signee agrees to hold harmless and defend the Government of the United States and all its agents, acting officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney's fees arising from, claimed on account of, or in any manner predicated on the loss or damage to the property of and injuries to or death of any persons whatsoever, which may occur from the use of these items.

III. RETURN POLICY: Items must be returned on or before the specified date. Items must be returned **CLEANED** and in **GOOD CONDITION** or **the borrower may be held responsible for any damage or loss of items. Proportionate repair or replacement charges may be assessed on any damaged, lost or not returned items.** Your unit commander will be contacted if borrowed items are not returned by specified due date.

IV. CERTIFICATION: In consideration of being allowed to borrow this equipment from the ACS, I hereby release USAG Ansbach DFMWR, ACS and the United States Government from any liabilities or claims arising from the loan of this equipment. I agree that I will return the Loan Closet items by the due date given. Receipt is acknowledged for items listed hereon in quantities indicated. My signature, when signed to this document, indicates my understanding of the conditions relating to the loan, use, and return of these items.

Lending Closet Standard Kit for a **Two Person/Single Family Home**

UTENSILS		COOKWARE		DISHES	
Can Opener -1		Baking Sheet -1		Bowls -4	
Cork/Bottle Opener -1		Casserole Dish -1		Glasses -4	
Fork -4		Cutting Board -1		Measuring Cup -1	
Spoon- 4		Mixing Bowels -2		Mugs -4	
Knife, Butter -4		Plastic Container -		Plates, Large -4	
Knife, Large -1		Pot Large -1		Plates, Small -4	
Knife, Small -1		Pot Small -1			
Knife, Steak -2		Skillet Medium -1			
Ladle -1		Skillet Small -1			
Measuring Spoons -1		Strainer/Colander -1			
Pizza Cutter -1					
Masher -1					
Tongs -1					
Rubber Spatula -1					
Spatula -1					
Serving Spoon -1				TAKE OUT IN	
Slotted Spoon -1				Blue Bag	
Spaghetti Spoon -1				Laundry Basket	
Grater- 1					
Teaspoon -4					
Vegetable Peeler -1					
Whisk -1					

ADDITIONAL ITEMS

EXTRAS	
French Press	
Hand Mixer	
Iron	
Microwave S/N:	
Toaster	

Date items Received by Customer _____

Date Items are Due _____

Customer Signature: _____ Date: _____

Checked out by (Staff): _____ Checked in by (Staff): _____

Date: _____

Date: _____

Lending Closet Standard Kit for a **Four Person or More Family Home**

UTENSILS		COOKWARE		DISHES	
Can Opener -1		Baking Sheet -1		Bowls -6	
Cork/Bottle Opener -1		Casserole Dish -1		Glasses -6	
Fork -6		Cutting Board -1		Measuring Cup -1	
Spoon- 6		Mixing Bowels -2		Mugs -6	
Knife, Butter -6		Plastic Container -		Plates, Large -6	
Knife, Large -1		Pot Large -1		Plates, Small -6	
Knife, Small -1		Pot Small -1			
Knife, Steak -2		Skillet Medium -1			
Ladle -1		Skillet Small -1			
Measuring Spoons -1		Strainer/Colander -1			
Pizza Cutter -1					
Masher -1					
Tongs -1					
Rubber Spatula -1					
Spatula -1					
Serving Spoon -1				TAKE OUT IN	
Slotted Spoon -1				Blue Bag	
Spaghetti Spoon -1				Laundry Basket	
Grater- 1					
Teaspoon -6					
Vegetable Peeler -1					
Whisk -1					

ADDITIONAL ITEMS

EXTRAS	
French Press	
Hand Mixer	
Iron	
Microwave S/N:	
Toaster	

Date items Received by Customer _____

Date Items are Due _____

Customer Signature: _____ Date: _____

Checked out by (Staff): _____ Checked in by (Staff): _____

Date: _____

Date: _____

PERSONAL DATA – PRIVACY ACT OF 1974