

Colorado Springs Kit/Media Request Form

- Videos and kits are available for loan to educators only, free of charge.
- Loaned media are to be picked up and returned personally.
- The number of kits are limited, so plan ahead to assure that your choice is available when you need it! Requesting 3-4 weeks in advance of your need is recommended.
- All loans are "first-reserved, first-served".
- The normal loan period is two weeks, though longer time is permitted on a case-by-case basis depending on availability.
- Please return media promptly!
- Users must inventory the contents of kits before returning. This will help ensure they remain intact for the next user.

To request media:

Complete the form (next page) and fax it to 719-227-5297 or contact 719-227-5200. Please allow 48 hours for a response to your inquiry.

Media may be picked up/returned Monday-Friday 8am-5pm to the CPW office at 4255 Sinton Rd., Colorado Springs.

Colorado Springs Kit/Media Request Form

Please provide the information requested, then fax to 719-227-5297. You will be contacted by phone or e-mail to confirm availability.

Date of Request:				
Name:				
School or Organization:				
(School) Street Address				
(School) City, State, Zip:				
Cell Phone:		School Phone:		
E-mail:				
Notes/Comments:				
Media Title/Name	Item Number	Media (VHS, kit)	Date Needed (Pick-up Date)	Return Date