



## 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.

