

Exceptional Family Member Program  
122 Neville Road  
Quantico, VA 221172  
571-931-0524

**EFMP Lending Library Customer Responsibility**

TERMS: Sponsors and/or designee with family member enrolled in the Exceptional Family Member Program (EFMP) assigned to the MCB Quantico EFMP office may check out items from the EFMP lending library with a valid military ID card for a period of six months.

OVERDUE ITEMS: Sponsor is responsible for returning all borrowed items in a timely manner. EFMP will not provide delivery or pickup services. In the event items are not returned on time, the Exceptional Family Member Program office will contact the sponsor two times and request items to be returned immediately. If items are not returned within five working days after contacting the sponsor, the sponsor’s command will be notified of the delinquent EFMP lending library. A letter will also be sent to the sponsor by email or regular mail letting them know that the command has been notified of the overdue items.

LOST OR DAMAGED ITEMS: EFMP lending library items are to be returned in the same clean and sanitized condition as issued. Lost or damaged items are to be replaced at the expense of the sponsor.

I acknowledge receipt of the properties indicated hereon. It is agreed that the item(s) will be returned by the return date given.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EFMP Staff: \_\_\_\_\_ Form #: \_\_\_\_\_ Due Date: \_\_\_\_\_

