



Agreement To Allow CSC to Hold and Handle Mail

Purpose: Clackamas Service Center (CSC) provides "mail room" services for members without an address, or with an unstable address, so that they are able to access mail.

By signing this agreement, _____ (hereafter referred to as "member") agrees that:

CSC's responsibilities to keeping your mail are limited.

1. Members alone are responsible for having mail sent to CSC, submitting forwarding requests to the post office, etc. As we are a business address, we cannot forward mail sent here, nor can the post office. You must inform anyone sending you mail that your address has changed.
2. We do not guarantee mail access will be available when we are open, except from 1pm-2p.m. on Tuesdays, Wednesdays, and Thursdays. These hours are subject to change without notice.
3. Member voluntarily waives, releases, and holds harmless Clackamas Service Center, its board, employees, agents, and volunteers from responsibility liability to stolen, misplaced, or returned mail, or other harm incurred in the process of receiving mail at CSC, as detailed below.
 - a. Member's mail will be returned after 30 days. Mail may be kept longer at CSC's discretion.
 - b. Boxes larger than 5½" by 11" by 14¾" may be returned prior to the 30 day limit, or returned immediately to sender if we do not have space for the box. We will not contact clients when their box arrives.
 - c. Member does not hold CSC responsible for lost or stolen mail, any errors made in filing, or mail being returned prior to the 30 days limit, at this point or in the future.
 - d. If members are excluded from CSC's premises (officially or unofficially) for more than 60 days, their mail will be returned upon receipt.
 - e. These rules are subject to change without notice.

Member may request CSC allow another person to pick up their mail, but members agree to hold CSC harmless of any responsibility related to this.

- Member may permit another person to pick up their mail as detailed on the back of this page.
- Member may only give one other person access to pick up their mail at any given time.
- If a member permits another person to pick up their mail they alone are responsible for informing CSC staff in the event that they wish to remove this person's access to their mail. This request may take up to five (5) business days to process.
- Member voluntarily waives, releases, and holds harmless Clackamas Service Center, its board, employees, agents, and volunteers from liability related to stolen, misplaced, or returned mail, or other harm incurred in the process of receiving mail at CSC, as detailed above.

CSC requires photo ID or online validation for mail pick up.

- **CSC will not provide access to client mail without a picture ID. However, if CSC staff can verify who the member is online they will be allowed to pick up mail.**

Members are entitled to a copy of this agreement upon request.

By signing below, member agrees to the terms and conditions detailed on the prior page.

Member Name: _____

Date: _____

Signature: _____

Yes, I would like to provide another CSC Member permission to pick up my mail (optional)

The member's name is _____

Their date of birth is: _____

Signature: _____