

Gateway to Science Traveling Trunk Rental Agreement

Teacher's Name: _____ School: _____

Address: _____ City, ST, Zip: _____

Phone: _____ Grade: _____ Email: _____

Trunk Name: _____ Pick-Up Date: _____ Deposit Received: _____

Return Date: _____ *Trunk Returned By: _____ Deposit Returned: _____

Rental Fee \$25 Per Class= _____

Date Paid: _____

Shipping _____

Total Students Using Trunk: _____

Total _____

Approved: _____

I agree to abide by the terms set forth below:

Gateway to Science

Teacher

Terms and Fees:

- The fee to rent a trunk is \$25 per class (a class is 20 to 25 students) for a maximum of two weeks. This fee needs to be paid at the time of trunk pick-up. In addition, a **\$25 deposit check** is required when trunk is reserved; reservation will be honored only after deposit check has been received. The deposit will be returned after the contents of the trunk are checked and the teacher's evaluation has been received. *Signature of party returning trunk is also needed for return of deposit, (unless shipped). If you reserve a trunk and cancel less than two weeks prior to the date, you will **forfeit** your deposit.
- In cases where a trunk is shipped, a shipping fee will be required in addition to the fees above.
- To reserve a trunk, an agreement must be signed by Gateway to Science and the teacher borrowing the trunk. Shipping fees, when applicable, will be due upon receipt of invoice from Gateway to Science.
- **Teachers must attend a Gateway to Science training session for each trunk they wish to borrow.**
- A **late fee of \$25.00** applies to all trunks returned after due date.
- A **replacement fee** will be charged in case of damage to any equipment included in the trunk if damage is greater than the deposit amount. (All maintenance costs are covered in the above fees.)