

Discovery Box Rental Agreement

Thank you for reserving a Waukesha County Museum Discovery Box. Please review the following for accuracy:

Group contact:

School/Group name:

Address:

Phone:

E-mail:

Discovery Box(es) rented:

Rental period: from
to

Grade level using the kit(s):

Number of students using the kit(s):

Fee due:

Deposit due:

AGREEMENT

I understand that if the Discovery Box(es) I am borrowing are not returned **intact** and in good condition and **by 4:30 PM on _____**, I will be responsible for any late fees and/or a \$50.00 damage fee. I therefore agree to remit the additional charges for any late fees and/or damages to, or to replace missing items from, the rental materials.

Renter's Signature: _____ Date: _____

Museum Staff Signature: _____ Date: _____

FOR MUSEUM OFFICE USE ONLY	
Date scheduled:	By: KMM
Date confirmation sent:	By: KMM
Date picked up:	Date returned:
Total fee paid:	Method of payment:
Total deposit made:	<input type="checkbox"/> Deposit returned

Discovery Box Rental Guidelines

Please review rental agreement to verify the details of your rental.

If you need to make any changes or corrections, please call the Education Department at (262) 521-2859, ext. 224 as soon as possible.

Pick-up and Return: Discovery Boxes can be picked up and returned during the Museum's regular business hours, Tuesday through Saturday, 10:00 a.m. to 4:30 p.m.

Payment: Fee and deposit are required upon pick-up and can be paid by cash or checks made to the Waukesha County Museum. If paying by check, please write two separate checks: one for the rental fee and one for the deposit

Fees: \$10.00 per box for a seven (7) day loan period

Refundable Deposit: \$30.00 per box; refunded when materials are returned, minus any late or damage fees

Late Returns: If you find that you will be unable to return the materials on the due date, please call the Education Department as soon as possible. A \$2.00 per day late fee will be charged, payable at the time the materials are returned.

Damage: While normal wear and tear is expected, excessive damage and/or missing items is not. Materials are inspected after each use. A \$50.00 damage fee will be assessed if there are missing or damaged parts.

**Thank you for renting a Waukesha County Museum Discovery Box.
Let us know if you have any feedback that may help us improve the kits
and make them as useful as possible in the classroom.**