



## Traveling Trunk Contract

Educator Name \_\_\_\_\_

Educator Email \_\_\_\_\_

Educator Phone \_\_\_\_\_

Organization Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

Grade or Age Range of Class(es) \_\_\_\_\_

Number of Children using Trunk \_\_\_\_\_ Number of Teachers using Trunk \_\_\_\_\_

Checkout Date \_\_\_\_\_ Return Date \_\_\_\_\_

Please indicate which trunk you would like to check out:

“A Child’s Life in 1900” FULL Trunk (30 students) \_\_\_\_\_

“A Child’s Life in 1900” HALF Trunk (15 students) \_\_\_\_\_

“Arizona’s 5 C’s” FULL Trunk (30 students) \_\_\_\_\_

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I have reviewed the information below. Any corrections have been made. I understand and accept the Heritage Square Traveling Trunk policies.

Name (Print) \_\_\_\_\_

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

Return completed form to our staff at [info@heritagesquarephx.org](mailto:info@heritagesquarephx.org)  
or return by mail to Heritage Square at 113 North 6<sup>th</sup> Street, Phoenix, AZ 85004



## Policies

**Cost** – Each Traveling Trunk costs \$30 for a 2-week (10 business days) rental period. This price includes delivery and pick-up within the Greater Phoenix area by a Heritage Square staff member.

**What's included** – Each trunk contains lesson plans, activities, and printable worksheets. You will also receive the lesson plans via email at least 2 weeks before your rental period begins. You are responsible for making the appropriate number of worksheet copies for your students. After you finish using the Traveling Trunk, we request that you complete an evaluation form, included in the binder, to let us know how to improve the trunk.

**Booking** – Traveling Trunks are reserved on a first come, first served basis. The booking process is in 3 parts: 1) Email [info@heritagesquarephx.org](mailto:info@heritagesquarephx.org) to initiate the process and tentatively select a 2-week rental period. 2) Submit this contract, completed and signed, by email or mail. 3) Tender payment in full or a purchase order (or proof that a PO has been requested) within 3 weeks of submitting the contract and before the scheduled delivery date to complete the reservation. Without payment or proof of forthcoming payment, the trunk will not be delivered and your reservation may be lost.

**Cancellation and rescheduling** – Only cancellations made at least 7 days before the scheduled rental date will receive a full refund. Rental may be rescheduled subject to availability. Please notify Heritage Square staff as soon as possible if you need to reschedule.

**Inventory items before and after use** – The educator who checked out the trunk is responsible for returning the trunk and all of its contents. After receiving the trunk, they should review the inventory list provided and notify Heritage Square staff immediately of any missing items. Before returning the trunk, the educator should make sure that all items are present, even if they are worn or broken. A certain amount of wear and tear is normal and expected, but missing items or heavy damage to the trunk or its contents will result in a replacement fee assessed for the item(s) involved.

**Failure to return trunk** – Please notify Heritage Square staff as soon as possible if you need to change the pick-up date and time or make alternate arrangements for returning the trunk. If the trunk is not made available to Heritage Square staff for pick-up on the agreed upon date without prior written agreement, a late fee of \$5 per day will be assessed. If the trunk is not returned within 2 weeks of the scheduled pick-up date without prior written agreement, a \$500.00 replacement fee for the entire trunk will be charged.

**Multiple educators** – We encourage multiple teachers at one school to use the trunk. The trunk may also be used by after-school enrichment groups. Accommodations and an extension of the checkout/return dates can be made for multiple teachers, depending on availability. The educator who checked out the trunk is responsible for reviewing the trunk inventory and ensuring all of the materials are returned to Heritage Square staff.

**Home educators** - Home educators are encouraged to check out the traveling trunk and to share it with their homeschool groups. The educator who checked out the trunk is responsible for reviewing the trunk inventory and ensuring all of the materials are returned to Heritage Square staff.