Traveling Trunk Program
Rental Policy & Agreement

SCHEDULING AND AVAILABILITY

Jefferson Patterson Park & Museum's (JPPM) Traveling Trunks are available to all Maryland public and private schools. Teachers should contact the Education Coordinator (410-586-8502) to schedule a rental and discuss any concerns related to the use of the trunk. The teaching trunk may be used by multiple teachers within your school during the rental period. In doing so the original renter is still responsible for the return and condition of all items in the trunk.

- ***A confirmation letter, rental agreement, and remittance slip will be sent as soon as a trunk is booked.***
- ***Within two weeks, renters must return payment (checks ONLY) along with a signed copy of this agreement form. Make checks payable to MDP- JPPM.***
- ***As soon as your payment is received, JPPM will ship the trunk to your school along with the combination for the locks securing it.***

LENGTH OF RENTAL

The rental period for the trunk is three weeks. This time is measured from the day that the renter receives the trunk to the day that it is returned to JPPM.

Rental Period begins _____

Renter must ship trunk by _____

Trunk is due back on _____

FEES AND PENALTIES

The three week rental fee for the traveling trunk is $50.00 if picking up the trunk in person, or $175.00 for the trunk to be shipped to your school. This fee covers the rental fee and the cost of shipping and insuring the trunk via UPS to and from your school. *See Shipping below*. A replacement fee will be incurred by the renter for all items that are damaged or lost while in the custody of the renter. The fee will be determined by the amount of damage or the cost of the missing item. As soon as the renter becomes aware of any problems, he or she must report them at once to the JPPM Education Coordinator at (410-586-8502). A late fee of $10 per day will also be applied for each day that a trunk is overdue for return. If you anticipate that the trunk will be returned late, please call so that we can make adjustments for the next scheduled school awaiting use of the trunk. Checks made payable to **MDP - JPPM** should be mailed to:

Jefferson Patterson Park & Museum
Attn: Fiscal Officer
10515 Mackall Road
St. Leonard, MD 20685

SHIPPING

JPPM will arrange for the shipment of the trunk to your school via UPS. Teachers may make arrangements to directly pick the trunk up from JPPM. **Please note that direct pickup/drop off will reduce the cost of the rental to $50.**

When returning the trunk, please inventory all materials and report any breakages or missing items on the inventory check list included in the notebook. Then, repack the containers and lock the trunk in the same manner in which it arrived. Affix the UPS postage label included in your packet of materials to the top of the trunk replacing the original postage label. Then you will need to arrange UPS pickup.

USE OF MATERIALS

The lesson plans may not be reproduced for publication without written permission from JPPM Education staff.

By signing this document, I acknowledge that I have read, understand, and agree to the above stated rules associated with the rental of this trunk and take responsibility for the usage and possible damage that may occur while it is in my possession. Check box below for trunk type.

☐ Eastern Woodland Indian Cultures ☐ Life During the War of 1812

_____	_____	_____
Signature / Print Name	**Name of School**	**Date**
_____	_____	_____
School Mailing Address	**Email Address**	**Phone Number**

Jefferson Patterson Park & Museum, a program of the Maryland Historical Trust and the Maryland Department of Planning.

EDUCATION PROGRAM MISC. (FJ) FMIS CODING 42130 9051 Check No._____ AMT $_____