

Suitcase Science Application



VIRGINIA
AQUARIUM
& MARINE SCIENCE CENTER

Thank you for your interest in Suitcase Science. Please read this document carefully for important steps. The Virginia Aquarium must receive the following completed packet before shipment or pick-up of the suitcase will occur:

- Signed **Rental Policies Form** (pages 2 - 3)
- Signed and completed **Application Form** (page 4)

Please make a copy of this packet for your records and return to:

Attn: Science Education
Virginia Aquarium & Marine Science Center
717 General Booth Boulevard
Virginia Beach, VA 23451
FAX: (757) 437 – 4976
PHONE: (757) 385 – 0330
EMAIL: scruz@virginiaaquarium.com

Your reservation is completed when this packet is received, and we have sent you an email that confirms your reservation and rental options.

Please note that payment is due 30 days prior to your rental via check, cash, or credit card. If booking with less than a month's notice, payment is due at the time of the booking.



Rental Policies

Please read, sign, and return. The Virginia Aquarium must receive this completed packet before shipment or pickup of the suitcase will occur:

1. Rental Fee

- | | |
|--|----------------|
| Option 1: The rental picks up from and drops the suitcase off at Aquarium | \$30.00 |
| Option 2: Aquarium ships the suitcase to and from your school | \$80.00 |

2. Payment

Please DO NOT submit payment until you receive an invoice for your rental. Payment is due 30 days prior to the start of your rental date via cash, check, or credit card. If booked with less than 30 days' notice, payment is due at the time of booking. If you return the suitcase with damaged or missing items, you will receive an additional invoice which will state the damage incurred and the price to replace those items.

3. Rental Pick Up/Drop Off

Rental Option 1: Suitcases are available for pick up and drop off between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. You must provide a two-hour window during that time in which you will pick up the suitcase. If you miss your scheduled pick-up time without contacting the Aquarium, you must reapply for your rental and may be assessed a \$15.00 cancellation fee. Please bring a copy of your confirmation email and a photo ID to the Guest Services office at the time of pick-up.

4. Shipping

Rental Option 2: Aquarium ships via Fed Ex Ground and in addition to the rental fee, charges a flat rate of \$50.00 for shipping. A return ship label is included in the suitcase and the Aquarium will coordinate the suitcase's delivery to and pick up from your school. You must use the provided shipping method.

5. Rental Period

Suitcases are rented for a two-week period and must be returned or postmarked to the Aquarium no later than two weeks following the Suitcase's pickup or arrival. Overdue suitcases are charged \$15 per week past the due date. Please contact the Aquarium within the first week of your rental at (757) 385 – 0330 if the suitcase arrived late or if you would like to extend your rental for an additional charge. Extensions will be granted if suitcase is available during that time.

Once you receive your suitcase, please check the contents with the inventory list to ensure you don't incur unnecessary charges for missing or damaged items. If items are missing or damaged, please contact the Science Education section immediately at (757) 385 – 0330. The pricing and inventory list is found in the binder included in your rental.



Conditions of Rental

Please read, sign, and return. The Virginia Aquarium must receive this completed packet before shipment or pickup of the suitcase will occur:

1. Reservations are confirmed when the complete application packet is received by the Aquarium. Cancellation Policy: To receive a full refund, the renter must inform the Aquarium at least ten days ahead of their estimated ship date. Otherwise, the renter will be charged the full rental fee of \$30.00 or \$80.00, depending on your chosen rental option.
2. The suitcase will include an inventory list and should be kept with the kit in the binder. Renters should not attempt to repair or otherwise alter objects. The renter is responsible for items from the time they leave the Aquarium to the time they are returned.
3. The suitcase should remain at the organization that is responsible for the rental unless prior arrangements are made with the Aquarium. Suitcase Science items should be kept together as one unit and should not be separated between classrooms.
4. Sea turtle and marine mammals biofacts are illegal to possess without a permit. All items in the Suitcase Science bins, including sea turtle and marine mammal biofacts, are on loan to your school and must be returned to the Aquarium.
5. The Renter is responsible for all injuries that occur to any student(s) or adult(s) during use of Suitcase Science rentals and/or their contents.
6. The renter is responsible for ensuring payment is made 30 days prior to the start your rental via check, cash, or credit card. If booking with less than a month's notice, payment is due at the time of booking. The renter agrees to pay for any damaged or missing items.

I have read and agree to the above conditions, and I certify that I have complete authority to do so:

Date: _____

Signature: _____

Printed Name: _____

Title: _____

School & Organization: _____

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Application

Please read, sign, and return. The Virginia Aquarium must receive this completed packet before shipment or pickup of the suitcase will occur:

Contact Person: _____

Name of Organization: _____

Organization Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Suitcase Science (select one):

_____ Properties of Water (K-4)

_____ Life Cycles (K-3)

_____ Animal Adaptations (1-6)

_____ Food Webs (1-5)

_____ Sea Turtle Science (K-12)

_____ Climate Science (4-12)

Dates Requested:

Rental Option (select one):

_____ Option 1: \$30; I will pick up and drop off the Suitcase Science Kit at the Virginia Aquarium

_____ Option 2: \$80; Virginia Aquarium ships Suitcase Science Kit to me via Fed Ex Ground