

Suitcase Science

Application Packet

Dear Educator,

Thank you for your interest in Suitcase Science. Please read the attached documents carefully. The Virginia Aquarium must receive the following completed packet before shipment or pickup of the suitcase will occur.

- Signed and completed **Application form (included here)**
- Signed **Rental Policies form (included here)**

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

Attn: Outreach Coordinator
Virginia Aquarium & Marine Science Center
717 General Booth Blvd.
Virginia Beach, VA
FAX: (757) 437-4976
Phone: (757) 385-0330
Email: ashlnbee@virginiaaquarium.com

Your reservation is complete when this packet is received and VAQ has sent an e-mail that confirms your reservation and rental option.

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 booking.

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

1. **Rental Fee**

- | | |
|--|----------------|
| Option 1: The renter 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**

Suitcases are available for pick up and drop off between the hours of 9:00 am and 4:00 pm, 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, you must reapply for your rental and may be assessed a \$15.00 cancellation fee.

4. **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.

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 Outreach Coordinator immediately at (757) 385-0330. A pricing and inventory list is found in the binder included in your rental.

5. **Shipping**

Rental Option 1: The renter can pick up and drop the suitcase off at the Aquarium on Monday through Friday, 9:00 a.m. to 4:00 p.m. The renter must coordinate a two hour window for pick-up and also an expected drop-off time with the Outreach Coordinator. Please bring a copy of your confirmation e-mail and a photo ID at time of pick up.

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.

Conditions of Rental

Please read, sign, and return; **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 and you receive a confirmation email.

Cancellations: 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; please keep it with the suitcase. 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 are not to be separated between classrooms.
4. Sea turtle and marine mammal biofacts are illegal to possess without a permit. All items in all 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 any and 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 of 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 or Organization: _____

Application

Please read, sign, and return; 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):

Dates Requested:

_____ 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)

Rental Option (select one):

_____ Option 1: \$30.00; I will pick up and drop off the Suitcase at the Aquarium

_____ Option 2: \$80.00; Aquarium ships Suitcase Science to me via Fed Ex Ground