



CONTRACT Garden Earth Naturalist Science Night Kit



FEES

In order for your organization to reserve the *Garden Earth Naturalist* (GEN) Science Night Kit, Stone Mountain Memorial Association (SMMA) requires a signed copy of this contract plus a deposit of \$50.00 that is fully refundable as described in the terms of this contract. We also offer another option (Option 2) that you may choose to elect.

OPTION 1

- This option requires a \$50.00 deposit that is fully refundable under the terms described in this contract. With this option, the kit is comes with enough supplies for **150 students** to complete most of the activities.
- A check made out to "SMMA" is required for the deposit fee. **Neither cash nor credit card payment is accepted.**

OPTION 2

- This option requires a non-refundable supply fee plus the \$50.00 deposit described in Option 1. With this option, SMMA will provide **supplies for additional students at the cost of \$50.00 per 150 students.** Whether these supplies are used or returned with the kit, the supply fee is non-refundable.
- **Two separate checks are required** for this option both made out to "SMMA."

Once the Kit is returned to SMMA, and it has been determined that it has incurred no damage or loss, the \$50.00 deposit will be returned to you. If any items have been damaged or lost, SMMA will deduct the appropriate amount from the deposit to replace the items. **If the cost of items lost or damaged is more than the \$50.00 deposit, the deposit will be forfeited and your organization will be responsible for the balance of the cost of those items. An invoice will be provided for your records and payment must be made in the form of a check to "SMMA" within 15 business days.**

RESPONSIBILITY

Upon arrival for the Kit check out, we request that you fill out an inventory checklist to insure that all items are present. We will request the same inventory checklist to be done again on the day the Kit is returned to SMMA. A SMMA representative will go through this process with you. **Please make an appointment in advance for the check-out and check-in process.** This process may take as long as one hour.

Furthermore, we request that you alone be responsible for the Kit. You will ultimately oversee all items enclosed, as well as the scheduling and distribution of the Kit to the different teachers and/or PTA members at your school. Please make sure to sign this agreement, make a copy for your records, and return the original to SMMA upon arrival to pick up the Kit.

EVALUATION

Included in the Kit will be an evaluation form for you, and for each teacher or PTA member who uses the Kit. In order to better prepare and distribute our Kits to schools, we would greatly appreciate your feedback and that of the teachers/ PTA members who use this Science Night Kit about *Garden Earth Naturalist*. We ask your help in encouraging others to return the evaluations to you before the Kit is returned to the SMMA.

CONTACT INFORMATION

If you have any questions or concerns about the GEN Kit, before, during or after you have received it; please feel free to contact Susan Meyers at 404-388-8228 or smmeyers@gmail.com.

CONTRACT AGREEMENT

I, _____, representative for (organization) _____ have read the above terms and conditions and do hereby agree to take full responsibility for the *Garden Earth Naturalist* Science Night Kit that is being loaned by Stone Mountain Memorial Association.

Signature _____

Date _____