



CONTRACT
Our Shared Forests
Science Night Kits



FEES

In order for your organization to reserve the *Our Shared Forests* 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 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 total replacement of the Science Night Kit is necessary, the cost to your organization would be \$950.00.)

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 do this 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 *Our Shared Forests*. 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 OSF Kits, 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 *Our Shared Forests* Science Night Kit that is being loaned by Stone Mountain Memorial Association.

Signature _____ Date _____