

Birmingham Zoo Education Department Resource Loan Agreement

Resources are available for a 2 week check out period. Materials are available to educators FREE of charge. Educators are responsible for the safe return of resources but will be invoiced for repair or replacement costs should items be returned with missing items or damaged in any way. Educators may be invoiced \$5.00 per day for items that are late or be invoiced the full replacement costs for materials that are not returned within 10 days after the due date. If not affiliated with a public or private school, you will be asked to provide a valid driver's license and credit card to keep on file until the materials are returned.

Date item(s) loaned out: _____ Due date: _____	Date returned: _____ <i>Return hours are 9:00-4:00 any day</i>
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Name _____
 School/Organization _____
 Address _____
 School Phone _____ Cell Phone _____
 Principal or Administrator (cooperating teacher) _____

Items loaned:

	item returned in satisfactory condition
_____ Condition _____	<input type="checkbox"/>
_____ Condition _____	<input type="checkbox"/>
_____ Condition _____	<input type="checkbox"/>
_____ Condition _____	<input type="checkbox"/>
_____ Condition _____	<input type="checkbox"/>
_____ Condition _____	<input type="checkbox"/>
_____ Condition _____	<input type="checkbox"/>
_____ Condition _____	<input type="checkbox"/>

I understand that the items are the property of the Birmingham Zoo and **I am responsible for the return of the items** on this loan sheet. If items are not returned within 2 weeks or returned damaged, I will be required to pay to replace or repair the item(s).

Check-Out

Check-In

_____ Signature of person accepting responsibility for the items above	_____ Signature of authorized zoo employee who accepts the loan upon return
_____ Signature of zoo employee who authorizes the loan	_____ Signature of authorized zoo employee who checks loan in upon return