



SWANCC's Teaching Tool Loan Agreement

School/Group _____

Address _____

City/Zip _____

Contact Person _____

Phone Number (_____) _____

E-Mail Address _____

Teaching Tool(s) to be borrowed: from _____ to _____

Paper-Making Kit



Sustainable Products Kit



I understand that my school/group accepts responsibility for SWANCC's teaching tool(s), as indicated above. Costs will be incurred by the school/group if any items in the kit or show should be damaged or lost while in the school/group's possession, to be determined by SWANCC's Recycling and Education Director. The Teaching Tool(s) is considered in the school/group's possession from the time it is picked up until it is returned and will be inventoried and returned in the same orderly manner in which it was received. I also understand that the school/group will be charged \$25 for each day the teaching tool is returned late.

Date

Contact

SWANCC's Teaching Tool Loan Policy

◆ SWANCC-area schools can borrow a SWANCC Teaching Tool for up to two weeks, with the exception of the month of April (one week only), Pick up Monday at 10 a.m. - Drop off Friday by 4 p.m.

◆ A school representative must transport the teaching tool to and from SWANCC's office Mon. through Fri., 10 a.m. to 4 p.m. SWANCC's office is located at the Wheeling Public Works Building - on the second floor:

77 W. Hintz Road
Suite 200
Wheeling, IL 60090

Provisions of the "Loan Agreement" include:

- Dates the school will borrow the teaching tool;
 - Promise to accept responsibility if any item should become lost or damaged;
 - Promise to wash/dry items that are dirty as a result of borrowing the Tool Kit;
 - Promise to pay \$25 per day, for each day the teaching tool is late being returned.
- ◆ A representative must inventory the teaching tool prior to its return - making sure all items are accounted for, clean and put back in an orderly fashion, as it was received from SWANCC.
- ◆ To reserve a teaching tool, contact SWANCC's Recycling and Education Director Mary Allen at mary@swancc.org or (847) 724-9205, extension 204.