

Oregon Coast Aquarium

Rental Kit Policies

Thank you for participating in the Aquarium's **Rental Kit** program. Please read the following borrowing policies and sign the **Conditions of Rental contract** on the back. This form must be received by the aquarium before the kit may be shipped or is made available to be picked up.

Deposit

A conditionally refundable deposit of **\$100.00** is required. The deposit check should accompany this form.

The deposit will be returned when the kits are checked-in and the contents are verified as undamaged. The renter is responsible for the replacement cost on any damaged items. The amount will be deducted from the deposit. If the replacement cost exceeds the amount of the deposit, the renter will receive a bill for the balance. Some items in the kits do exceed the amount of the deposit, which was kept down in the interests of affordability.

Upon arrival or pick-up, be sure to check the contents of the kit against the inventory list to avoid being charged unnecessarily. If items are found to be missing or damaged, please notify the Aquarium immediately at (541) 867-3474, ext. 5222.

Cost

There is a rental fee of **\$35.00** plus **the cost of shipping the kit** to and from your area. The rental fee and the shipping cost will be taken out of your \$100.00 deposit, unless other arrangements have been made. Renters are also responsible for the return shipping cost.

Rental period

Renters must deliver or postmark kits no later than **2 weeks** following the kit's pickup or arrival. **Holding kits longer than the 2-week loan period may result in an additional charge of \$15.00 per week past the due date.** Please contact the aquarium if your kit will arrive late or if you would like to keep it longer.

Shipping

Renters are responsible for all shipping costs. Please contact the Aquarium when your kit arrives if it is being shipped to you. Kits can also be picked up and dropped off during regular Aquarium business hours: 10:00 a.m. to 5:00 p.m., Monday through Friday.



Please Sign and Return with Deposit

Conditions of Rental

1. The Oregon Coast Aquarium allows short-term rentals from its collections to scientific and/or education institutions for exhibition, research and educational purposes.
2. Rental requests should be made to the Public Programs Department one month in advance. **Reservations are final when the Conditions of Rental form and a deposit check are received by the Aquarium.**
3. The kit will be accompanied by an inventory list which will stay with the trunk. Renters shall not clean, repair or otherwise alter objects.
4. The rented kit shall not be moved to another location unless prior arrangements are made with the Aquarium.
5. It may be necessary to occasionally withdraw objects from the kit due to conservation needs or other reasons.
6. The renter is responsible for any injury that occurs in the classroom to any student or adult from using rented artifacts.
7. The renter will inform the Aquarium of any cancellations of kit reservations at least 1 week before the arrival date. Otherwise, renter may be billed for full rental of the scheduled time.

I HAVE READ AND AGREE TO THE ABOVE CONDITIONS, AND I CERTIFY THAT I HAVE FULL AUTHORITY TO AGREE THERETO:

Signature: _____ Title: _____

School or Organization: _____

Address: _____

**Please make a copy of the rental policies and conditions
for your records. Return this copy to:**

**Oregon Coast Aquarium
Marine Science Kit Program
2820 SE Ferry Slip Road
Newport, Oregon 97365**



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