

**Time Travel Trunk Rental Form**

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| --- | --- |
| Teacher’s / Organizer’s First Name   | Teacher’s / Organizer’s Last Name  |
| Teacher’s / Organizer’s Contact Phone  | Teacher’s/ Organizer’s Contact Email  |
| School/Group Name Grade Level  |
| School Address  |

 **Time-Traveler’s Tunk**

 **Preferred Rental Date- 2 week intervals**

|  |  |  |
| --- | --- | --- |
| ***1st Preference*** | ***2nd Preference*** | ***3rd Preference*** |
| Date  | Date  | Date  |

|  |  |
| --- | --- |
| Date and time to pick up the trunk?  | Date:Time: |
| Date & Time to drop off the trunk? | Date:Time: |

**\*Pick up is scheduled before your 2-week rental begins and the drop off is scheduled after your rental is done. \***

**Notes or Comments?**

Please note that this is not a confirmation. This request form does not guarantee you the program, date or time requested above. Program is confirmed once you receive an invoice. Payment is required one week before program.

**CANCELLATION POLICY**- We require a 1-week notice to cancel or reschedule programming. We will not issue a refund for cancellation less than 1 week from the original field trip date. If cancellation occurs less than 1 week before to a scheduled program, you must talk to someone from the education department to confirm your cancellation. **No Shows, No Calls will be charged the full balance in addition to the $50 late fee**.