**Salisbury Zoo Pre-School and Toddler Kits Check-Out Contract**

While the kit is in my possession, I agree to be responsible for the contents of the Salisbury Zoo’s educational kit. A credit card will be kept on file and a fee will be charged for any items returned damaged or stolen from the educational kit. Only one educational kit may be checked out by an organization, facility, or individual at a time. Educational kits need to be returned to the Salisbury Zoo Education Center within ***three weeks of date of kit being checked out and by the end of the business day of the final day,*** as indicated on your contract. An email reminder will be sent to the contact email on file a week prior to the end of the timeframe given.

Upon the return of the educational pre-school and toddler kit, Salisbury Zoo education staff will inventory kit items to determine if any items are missing or damaged. For any item determined by education staff to be missing or damaged, besides expected wear from use, ***a $25 fee*** will be charged to the credit card on file for each missing or damaged item. If the educational kit is ***NOT returned*** within ***three weeks*** of the date the Salisbury Zoo educational kit was checked out, as indicated on your contract, a ***$750 fee*** will be charged to the credit card on file for the value of all items in the educational kit.

Educational Kit: Woodland Creatures Ocean Pollinators Amphibians & Reptiles

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**Printed Name Date**

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 **Signature Date**

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**Organization/Facility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address State, Zip Code**

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**Phone Number Email Address**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

A Visa or Mastercard Credit Card will be required to have on file to be charged a $25 fee for each missing or damaged item. If educational kit is not returned to the Salisbury Zoo Education Center within three weeks and by the end of the business day of the final day, of the checked-out date indicated on the contract, a $750 fee will be applied to cover cost of all items in kit.

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 **Card Number Exp. Date CVV #**

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**P.O. Box 2979**

**Salisbury, MD 21802**

**443-944-0636**

**Salisburyzooed@gmail.com**