



Monte L. Bean
Life Science Museum
 Brigham Young University

Education Collection
 Monte L. Bean Life Science Museum
 Brigham Young University
 Provo, UT 84602
 (801) 422-5052
 (801) 422-0093 FAX

GENERAL PUBLIC RENTAL REQUEST FORM

| | |
|----------|----------------------|
| Name: | Date Out: |
| Address: | Date Due: |
| Phone: | Purpose of the loan: |
| Email: | |

Specimens in the education collection are available for loan as long as the following conditions are met:

1. Payment of a of **\$10 rental fee** for each specimen rented.
2. Payment of a **\$50 fully refundable deposit** for each rental agreement. The deposit may be retained if specimens are not returned in good condition except for any issues documented in the original loan form.
3. Payment is due at the time specimens are taken from the museum.
4. All specimens must be returned to the museum within **2 weeks**.
5. A **\$5 per day late fee** will be charged for all specimens not returned by the due date.
6. No more **5 specimens** can be rented out at a time.

Exceptions must be approved by museum education administration.

Specimen List:

| No. | Museum No. | Description | Cost (\$10 per item) |
|---|------------|-------------|----------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| Deposit | | | \$50 |
| Total amount due (number of items X \$10 + \$50) | | | |
| Date Paid | | | |
| Form of payment | | | |
| Deposit amount refunded | | | |
| Employee signature (verifying deposit was returned or retained) | | | |

An envelope with the deposit (cash or check) will be stapled to this form and kept until items are returned.

| | |
|------------------------------|----------------------------------|
| Renter's Signature: | Approved by: |
| Condition of specimens sent: | Condition of specimens received: |
| Received by: | Date returned: |

THE BORROWER IS EXPECTED TO PROPERLY CARE FOR ALL MATERIAL