

Robert E. Lee Soil and Water CONSERVATION DISTRICT

7631-A Richmond Hwy
Appomattox, VA 24522
(434) 352-2819
<https://releeconservation.com/>

Underground Classroom Reservation Application and Contract

The Underground Classroom owned and operated by the R.E. Lee SWCD is available for educational use throughout Amherst, Appomattox, Campbell, Lynchburg City, and surrounding areas.

Applicant: _____ Date(s) of Event: _____

Time(s): _____

Contact Person's Name: _____

Event Contact Phone Number: _____

Email: _____

Event Address: _____ City: _____

Zip Code: _____ State: _____

Is this rental going to be paid by a third party?

Yes No

Is the business address different from the event?

Yes No

If yes, please fill out the information below.

Name: _____ Contact Persons Name: _____

Phone Number: _____ Email: _____

Address: _____ City: _____ Zip Code: _____

State: _____

Check all that apply:

- Public School Fair/Festival State Agency County Agency SWCD Private School
 HomeSchool Group Private Community Outreach Program Non-Profit Organization
 Other

The following daily rates are all inclusive and include trailer rental, two district attendants, insurance coverage for liability, damage or negligent acts caused by the Underground Classroom and its operators, and a cleaning/maintenance fee. If overnight(s) stays are required by R.E. Lee SWCD personnel these fees will be in addition. Make all funds payable to the R.E. Lee SWCD. All funds will be used to promote soil conservation education in the R.E. Lee SWCD service area. **NOTE:** Public and private school districts, as well as home school groups within the R.E. Lee District are

exempt from all rental and service fees. Select neighboring districts schools will also be exempt from fees however a visit must be coordinated through the local SWCD.

Base Rate: \$300.00 per day \$ _____

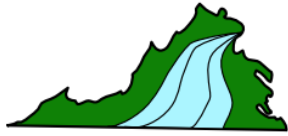
Mileage .75 per mile (based on current fuel prices for trailer transport)
Total Estimated Miles _____ X \$ _____ = \$ _____

Staffing \$120.00 for additional district attendants (May be deemed necessary due to expected attendance and/or chosen additional education activities)
Total Staffing Estimate ____ X \$ _____ = \$ _____

Total Amount Due: \$ _____

Payment \$ _____

Balance: \$ _____



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Please acknowledge your agreement to the following condition by providing your initials

. _____ I understand the physical requirements for the 22 foot trailer for the Underground Classroom and that it contains large entry/exit ramp doors. I will be able to provide at least a 60 foot parking space for the pickup and trailer.

_____ I understand that the Underground Classroom is an educational program created to serve the school districts in the R.E. Lee SWCD. I am aware that the Underground Classroom is available as a free educational service to the public/private/homeschool groups in the R.E. Lee SWCD **ONLY**. I agree that if the request of the Underground Classroom is not associated with one of these school systems to pay the associates fees.

_____ I understand all payments for the trailer are due **NO LATER** than the date of the event. I understand that payment should be in the form of a check to R.E. Lee SWCD and either mailed to the district office beforehand or given to district staff during set-up at the event. By my signature below, I agree to the rates and conditions stated above.

_____ I understand that the R.E. Lee Soil & Water Conservation District and its representatives, shall not be legally responsible for any acts of members of the public, students, teachers or parents, or the renter involving the Underground Classroom and its operation.

Printed Name of Renter _____.

Signature of Renter _____.

Date _____.

For office use only: Payment received:

Date Stamp: