

StarLab® Request and Handling Agreement

Due to the value of this equipment (over \$14,000) and how frequently it will be rented, the ROE/Professional Development Alliance (PDA), 2705 McDonough St., Joliet, IL, 60436, 815-744-8334 is asking you to abide by the following guidelines:

1. Equipment may **ONLY** be used by teaching staff who are familiar with the set-up/tear-down instructions.
*Attendance at one of our StarLab® trainings is required to check out the equipment.
2. Sign equipment condition form at time of pick up and drop off.
3. Students are not to handle the following equipment:
 - a. Projection system or cylinder of the StarLab®
 - b. Pointer lights
4. It is the responsibility of the teacher/administrator checking out the equipment to return it on time. Standard rent time is 1 week, Mon-Fri. StarLab should be returned by 3:30 pm on Friday. **A large vehicle, like an SUV, is recommended for transporting StarLab.
5. Rental fee is \$100.00 for the week. If the rental fee is not paid in advance, an invoice will be sent to the school or district.

Date of Request _____ Requesting School/District _____

Requestor _____

Pick up date _____ Return Date _____

Equipment User (if different from above) _____

Contact Info (email or phone) _____

Choose up to 6 of the below projection cylinder options (please circle):

- | | |
|--|--|
| <input type="checkbox"/> Solar System & Galaxy | <input type="checkbox"/> Deep Sky Objects |
| <input type="checkbox"/> Starfield | <input type="checkbox"/> American Indian Mythology |
| <input type="checkbox"/> Biological Cell | <input type="checkbox"/> Greek Mythology |
| <input type="checkbox"/> Geological Timeline | <input type="checkbox"/> Bird Migration |
| <input type="checkbox"/> Rey Constellations (dot to dot) | <input type="checkbox"/> African Mythology |
| <input type="checkbox"/> Earth Globe | <input type="checkbox"/> Celestial Coordinates |
| | <input type="checkbox"/> Plate Tectonics |

Contact for Billing _____

Billing address _____

Requestor Signature

PDA Signature

Return completed form to starlab@pdaonline.org