

**Heritage Museum & Cultural Center
EXHIBIT BOX PROGRAM
Loan Booking Form**

Please complete the booking form in full, supplying all required information. You may e-mail, mail or fax this form back to the Heritage Museum, PO box 707, Baker, LA 70704; Fax # 225-775-4329; or e-mail to gjgbvers@cox.net.

Name of Teacher or Responsible Person _____

School or Group _____

Address _____

Telephone _____ e-mail _____

Exhibit Requested:

First Choice: _____

Second Choice: _____

Preferred Date of Pick-up: _____

Date of Return: _____

Alternative Date if Unavailable on Preferred date: _____

Date of Return: _____

Please state your first and second choice of exhibits. If these are fully booked we may offer alternative loans that fit you needs or curriculum. Also indicate an alternative date that may be acceptable to you.

We will send confirmation of your exhibit with date of pick-up and return. We also send a copy of the rules and guidelines relating to the borrowing of exhibits. Please read and be familiar with the procedures and suggestions contained in the rules and guidelines. Please initial or sign this form **INDICATING THAT YOU HAVE READ THE RULES AND GUIDELINES.**

I have read and accept the rules & guidelines governing the use of the exhibits:

X _____

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EXHIBIT BOX RULES AND GUIDELINES

- 1. Each Exhibit Box is unique and a set of rules and guidelines has been developed for each box. You will be responsible for observing the rules associated with each unique box.**
- 2. There are general rules and guidelines that pertain to all boxes however that must be strictly observed.**
- 3. Every box will be accompanied by an inventory list. Please check the list upon receipt of the box. If any item is missing, please notify museum staff immediately. If available, we will replace the item in the exhibit. You should note on the inventory list and initial it that item(s) are missing.**
- 4. The box is carefully packed to protect contents. Please note the order and placement of items in the box and as far as is possible, return the box exactly as presented to you. As you pack the box, check the inventory list and sign it. If items are missing or damaged, please note in the contents block provided on the inventory list.**
- 5. For most exhibits there are no fees. We ask that you protect the contents and return them in the same condition as given to you. There may be a deposit for some boxes (for example, the Money Box, since there is a significant cost for the replacement of missing items)**
- 6. For the best teaching experience, use the items provided interactively. The boxes are meant to be used in a hands-on way to support your curriculum materials.**
- 7. We would like to know about the ways you used the box materials. Please fill out our evaluation form provided with box, and include photos of classroom displays and/or activities.**
- 8. If you have questions, please contact us as the Heritage Museum in person at 1606 Main Street in Baker, LA; by phone at 225-774-1776; by e-mail at gjgbvers@cox.net; Or you may visit our website at bakerheritagemuseum.net.**