



## **Traveling Trunk Rental Procedures**

The Lake Jackson Historical Association is excited to provide easily accessible resources to educators in our community! Below are the steps to rent a trunk at no cost:

1. See the Traveling Trunk Rental Form (next page). This form can be filled out electronically, or printed, handwritten, and scanned.
2. Once the form is completed, email it to our Youth Education and Programs Coordinator, Jordan Weaver, at [jordan@ljhistory.org](mailto:jordan@ljhistory.org).
3. You will receive a confirmation email from Jordan with drop-off/pick-up arrangements.
4. Please feel free to contact us with any questions as you are filling out the rental form at (979) 297-1570 or [jordan@ljhistory.org](mailto:jordan@ljhistory.org).

Helpful tips:

1. Choose the trunk you would like to rent. We will update our traveling trunk list under the education tab on our website ([ljhistory.org](http://ljhistory.org)) as more trunks become available!
2. Choose the dates you would like to reserve the trunk. We ask for a first choice and second choice. We will do our best to accommodate your first choice, but we ask that you include both in case there is a conflict with the first set of dates.
3. If your team would like to use the trunk, please select one person to be the contact for the trunk and have them fill out the form. This can be you, your Team Leader, Instructional Coach, or a member of Administration! Make sure to let us know how many teachers will be using the trunk and the total amount of time your campus will need the trunk so we can plan accordingly!

Disclaimer:

While there is no charge to rent the Traveling Trunk, the renter will be charged the value of the trunk (\$500) if the trunk were to be heavily damaged or lost. The trunk inventory and condition will be checked before and after each rental by a museum staff member.



## Traveling Trunk Rental Form

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name of Traveling Trunk being requested: \_\_\_\_\_

School/Organization: \_\_\_\_\_ District: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will more than one teacher on your team be using the trunk?  Yes  No

If yes, how many? \_\_\_\_\_

Dates Preferred (If more than one teacher is using the trunk at this location, list dates for the total amount of time your team will need the trunk):

1st Choice: \_\_\_\_\_ to \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ to \_\_\_\_\_

**There is no charge for using the Traveling Trunk. However, if the trunk is missing or heavily damaged the renter will be charged the value of the trunk: \$500.**

\*Please remember that the trunk may contain artifacts that cannot be replaced if damaged or lost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If more than one teacher on your team is using the trunk, there will be a signature sheet for each teacher to sign acknowledging the above statement as the trunk is passed along.

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### For LJHA Use Only

The \_\_\_\_\_ Trunk has been returned to LJHA on \_\_\_\_\_ by \_\_\_\_\_ (Renter Initial) to \_\_\_\_\_ (Staff member name) in \_\_\_\_\_ condition.