



## Traveling Trunk Guidelines

### How much does it cost?

Each trunk is \$50 per school.

### How to reserve a trunk?

Download the booking sheet, save it and submit it to [schoolprograms@concordmuseum.org](mailto:schoolprograms@concordmuseum.org). You may also call 978-369-9763 x 238 to reserve a trunk. After submitting the booking sheet, an educator will be in touch to confirm your dates and arrange pick-up at the Museum.

**Rental periods** - Trunks are available for two week periods. If multiple teachers or multiple schools in the district want to use the trunk, we will do our best to accommodate everyone. We will try to extend the reservation period by two weeks for every additional teacher and school that wishes to use it. For more information about multiple teacher use please refer to page 2.

### Receiving the trunk

Payment is due on or before receiving the traveling trunk.

**When picking up the trunk at the Concord Museum** - The trunk will be located at the front desk of the main museum, 53 Cambridge Turnpike, Concord, MA 01742. Please check in with the staff person at the front desk. The museum hours are generally 10:00 – 4:00, but please arrange a time for your pick-up in case of a seasonal change in hours.

### Materials

**Do a full inventory of the supplies** - When you first receive the trunk please look through it carefully and complete an inventory. There is an inventory list and photographs of each station in the Teacher Manual. If you find an item missing or damaged upon arrival, please contact the Education Department within two days of receiving the trunk at: [schoolprograms@concordmuseum.org](mailto:schoolprograms@concordmuseum.org) or 978-369-9763 x238. This will ensure that you are not charged for damaged or missing items.

**Lost or broken items** - If you break or lose an item while using the trunk, the Concord Museum will invoice the school to replace the item. Please do a careful inventory when you pack up your trunk and return it to the museum to avoid additional charges.

**Multiple teacher / school use** – Complete a full inventory in between each use if the trunk is traveling between classrooms or schools. We want to make sure the trunk is in good condition for each use, and if something is missing and or is damaged, we can try to send a replacement.

### Returning the trunk

Trunks must be returned on or before the scheduled return date.

**Hand delivering the trunk** - Return it to the front desk of the main museum at 53 Cambridge Turnpike. Check in with the staff person at the front desk before leaving.

**Late Return** – A late fee of \$50 will be invoiced to the school if the trunk is returned late.

### **Multiple Teacher / School Use**

If multiple teachers or multiple schools in the district want to use the trunk, we will do our best to accommodate everyone. We will try to extend the reservation period, but an additional \$50/classroom will be necessary if it goes well beyond the two week rental period.

Each school using the traveling trunk should assign a main contact who will be responsible for completing a full inventory between each transition and working with the Concord Museum to coordinate logistics of arrival and departure of the trunk as well as any issues that arise during the rental period.

**If multiple teachers in your school want to use the trunk** – Please fill out the booking form with information for the main contact at the school, and then indicate the number of teachers who will be using the trunk, how long you'd like the trunks, and the name and contact information for each teacher.

**If multiple schools in your district want to use the trunk** – Please fill out separate booking forms for each school, assigning a main contact at each school. Each additional school using the trunk will be charged an extra rental fee of \$50 for each two weeks.