



Headwaters Soil & Water Conservation District  
 70 Dick Huff Lane  
 Verona, VA 24482  
 540-248-0148  
 www.headwatersswcd.org

We work with the people who work the land.

## Underground Classroom User Application and Contract

The Underground Classroom is owned and operated by the Headwaters SWCD available for educational use throughout Augusta County, Staunton, Waynesboro and the surrounding areas.

Applicant: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ Time(s): \_\_\_\_\_

Contact Persons Name: \_\_\_\_\_

Event Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ State: \_\_\_\_\_

Is this rental going to be paid by a third party? Or is business address different from the event? ( ) Yes ( ) No  
 If yes, please fill out 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
- ( ) Home School Group ( ) Private Community Outreach Program ( ) Non-Profit Organization ( ) Other

The following daily rates are all inclusive and include classroom rental, one district staff member, 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 Headwaters SWCD personnel these fees will be in addition. Make all funds payable to the Headwaters SWCD. All funds will be used to promote soil conservation education in the Headwaters SWCD service area. **NOTE:** Public and private school districts, as well as home school groups within the Headwaters District are exempt from all rental and service fees.

Base Rate: \$260.00 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 if available electrical hookup will be provided for the Underground Classroom.

\_\_\_\_\_ I understand that the Underground Classroom is an educational program created to serve the school districts in the Headwaters SWCD. I am aware that the Underground Classroom is available as a free educational service to the public/private/homeschool groups in the Headwaters 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 Headwaters 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 Headwaters 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

\_\_\_\_\_  
Printed Name of SWCD Representative

\_\_\_\_\_  
Signature of SWCD Representative

\_\_\_\_\_  
Date

For Office Use Only: Payment Received:

Date Stamp: