



We work with the people who work the land.

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

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, two district attendants, 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: \$300.00 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 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: