



History-in-a-Box Usage Agreement

Pipestone County Museum
113 S. Hiawatha Ave.
Pipestone, MN 56164
Phone: (507) 825-2563
Email: pipctymu@iw.net

Name of group using the kit: _____ Contact Person: _____

How many youth will be served: _____ How many adults: _____

Contact Phone: _____ Contact Email: _____

Period of Loan (1 Week): From: _____ to _____

Kit(s) Being Checked Out: (Circle all that apply)

Indoor Games

Outdoor Games

Candle Making

Ice Cream Making

Dutch Oven Cooking

MN History

Herbology

Butter Making

*The contact person is responsible for picking up the kit by 4:00 p.m. on the date of check out. At pick up time the contact person is responsible for checking the kit inventory to ensure all items listed are included. **Credit card information** will be left with the Pipestone County Museum at time of check out. Schools are not required to leave credit card information however the school assumes responsibility and will be billed for lost or damaged items. The kit and all items will be returned to the Pipestone County Museum no later than 5:00 p.m. on the due date. Items will be inventoried by Museum Staff within 3 business days of return. If all items are present and in good condition; no charge will be issued. If items are not returned, or returned in damaged condition, the credit card will be charged for the replacement value of all pieces damaged or missing. **A late fee of \$20 will be assessed to all kits returned past their due date!** If circumstances arise that require additional time; please contact us! Every effort will be made to accommodate such requests. Kits need to be inventoried and sanitized by staff between users therefore instances may arise where we will not be able to allow late returns.*

I have read, understand, and agree to the usage agreement: _____

Signature of Staff person who assisted with check out: _____

All items are present at time of check out: _____
(Borrower) (Date)

Value of Kit Checked out: _____ Credit Card #: _____

Exp. Date: _____ CVC Code: _____ Billing Zip Code: _____

After the kit has been inventoried back into our system you will be notified of missing or damaged items. You will be given a period of 2 business days to return items before charges are applied.