



South Denver

UNIVERSITY OF COLORADO

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Teaching Trunk Checkout Form

Trunk # _____

Name	
School/Organization	
School Address	
Phone #	
Alternate Phone#	
Email address	
Grade Level, # of Students	
Pick-up Date and Time	
Return Date (2 weeks)	

Would you like to be added to our educator’s mailing list for occasional updates on new exhibits or events for educators? _____

Important Information:

A \$15 fee and a \$25 refundable deposit is required per trunk. Your card will be charged \$40 upon trunk check-out and will be refunded \$25 after trunk has been returned on or before return date and inventoried by an Education Coordinator. Please keep in mind that you are financially responsible for every item on the trunk’s inventory sheet.

- Trunk pick-up is on Tues-Thurs between 9:30am and 4:30pm, by appointment only.
- Trunk drop-off is at front desk 7 days a week between 9:30am and 5:00pm.
- Payment is accepted via credit/debit card only.

By signing you agree to and understand that if the trunk is turned in past the return date, CU South Denver will charge a \$25 late fee, in addition to any damages caused to the trunk.

Signature: _____

(Please return this copy to The Liniger Building at CU South Denver)

Please Keep This Copy



Liniger Building at CU South Denver

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Trunks must be brought back on or before the return date to ensure everyone can enjoy this service. **For trunks returned late, CU South Denver charges a \$25 late fee, in addition to any damages caused to the trunk.**

If you have any questions or need to schedule your pick-up, please contact:

Erin Kendall

Education Coordinator

CU South Denver

303.315.9431

museumeducation@ucdenver.edu