



## The Center for the Advancement of STEM Education (CASE) and Bridgewater State University (BSU)

### User Agreement for EarthView Globes and Floor Maps

As part of our educational mission, CASE allows the EarthView Globes and Floor Maps to be borrowed at **no cost** following completion of the EarthView Institute teacher-training program. To ensure the safekeeping of the EarthView Globes and Floor Maps, we require users to adhere to the user agreement outlined below. Please read carefully, and check next to each statement. You must also sign the document and obtain your administrator's signature. By doing so, you are the responsible party for reserving, using, caretaking, picking up and returning EarthView Globes and Floor Maps. **Please note that globes and floor maps may be borrowed for 72 hours. Once we receive this completed form, we can confirm your reservation.**

Please circle the program(s) being reserved: EarthView Globes                      Floor Maps

Name \_\_\_\_\_ Grade(s) you currently teach \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

School/Organization \_\_\_\_\_

Requested Dates of usage \_\_\_\_\_

Date/time of Pick up \_\_\_\_\_ Date/time of Return \_\_\_\_\_

- I am the individual responsible for the use and safekeeping of EarthView Globes and/or Floor Maps from the time it leaves BSU to the time all materials are returned. I will be sure EarthView Globes and/or Floor Maps and materials are in a safe place while in my school/organization.
- I agree to notify CASE/BSU if I need to cancel or change my plans to use EarthView Globes and/or Floor Maps at least two weeks prior to its scheduled arrival.
- Upon receipt of EarthView Globes and/or Floor Maps and accompanying materials, I will check for damage and check the materials inventory. If any materials are damaged or missing, I will notify CASE/BSU immediately using the telephone number or email address provided by CASE/BSU.
- I have read and will enforce the Rules provided by CASE/BSU (see attachment) and monitor the use of EarthView Globes and/or Floor Maps and materials to ensure they are not damaged. I understand my school/organization is responsible for the EarthView Globes and/or Floor Maps and materials, **and is responsible for loss or damage, for an amount up to \$24,000.**
- In preparation for the return of the EarthView Globes and/or Floor Maps and materials, I will check for damage and check the materials inventory. If any materials are damaged or missing, I will notify CASE/BSU immediately using the telephone number or email address provided by CASE/BSU.

I will have the EarthView Globes and/or Floor Maps and materials packed and ready for return at the agreed upon place and time per agreement with CASE/BSU. I understand my school/organization will be billed a charge of up to **\$250** per day if there is failure to deliver the EarthView Globes and/or Floor Maps and materials per agreed schedule.

If available, I will provide CASE/BSU with clippings or URLs of any local press coverage. These will be mailed/emailed to the CASE office. I will be sure that students/staff have a photo permission release prior.

If I cannot make arrangements to pick up and return the EarthView Globes and/or Floor Maps and materials during EarthView CASE office hours, my school/organization will be responsible for the cost of shipping all materials using UPS or courier service (including insurance) at our school/organization's expense.

If I develop any of my own lessons for use on the EarthView Globes and/or Floor Maps and materials, I am willing to share with the CASE/BSU and will forward those lessons plans to the CASE office.

I have taken the EarthView Institute Teacher Training Workshop in the use of the EarthView Globes and/or Floor Maps and materials.

Date of EarthView Institute workshop: \_\_\_\_\_

Place of workshop: \_\_\_\_\_

Workshop Instructor: \_\_\_\_\_

I am authorized to represent my school/organization in this agreement. I have received permission to host EarthView Globes and/or Floor Maps and have my administrator's signature here to acknowledge his/her consent.

Signature

\_\_\_\_\_ Date \_\_\_\_\_

Name of administrator \_\_\_\_\_

Signature of administrator \_\_\_\_\_

Please make a copy of this agreement for your files and email the original to:

The Center for the Advancement of STEM Education (CASE)  
DMF Science and Mathematics Center  
24 Park Avenue  
Bridgewater State University  
Bridgewater, MA 02325  
Email: [CASEBSU@bridgew.edu](mailto:CASEBSU@bridgew.edu)  
Phone: 508.531.2575

### **Rules for use of EarthView Globe/Floor Maps and Materials**

- 1. You have checked that you have the required ceiling height and room space for the EarthView Globes and/or Floor Maps. Desks or chairs should be moved away from the designated presentation area.**
- 2. The EarthView Globes and/or Floor Maps should never be used outside of a building. They are for indoor use only.**
- 3. You will inspect the EarthView Globes and/or Floor Maps and Materials prior to their usage and return.**
- 4. The EarthView Globes and/or Floor Maps should only be placed on a clean floor. Be sure to have the floor swept or rug vacuumed prior to setting the globe or map down. Any loose stones or small items like paper clips could pierce the EarthView Globes and/or Floor Maps.**
- 5. Shoes are not allowed inside the EarthView Globes or on the Floor Maps. Please have all individuals, students and adults, remove their shoes before entering the EarthView Globes or walking on the Floor Maps. Do not use covers that go over shoes.**
- 6. Individuals must wear socks inside the EarthView Globes and/or Floor Maps. This is for hygienic purposes, and because oils from feet will damage the ink over time. It is advisable to have extra socks on hand.**
- 7. Do not use writing utensils or sharp objects (like keys or clips) near the EarthView Globes and/or near Floor Maps. Please keep all writing utensils in one area away from the EarthView Globes and/or Floor Maps. They can permanently damage the EarthView materials.**
- 8. Do not use overhead or erasable markers on the EarthView Globes and/or Floor Map because they will eventually remove the ink.**
- 9. No horseplay, running or touching the sides inside or outside of the EarthView Globes, and no running, sliding on Floor Maps.**