Kennesaw State University • Museum of History & Holocaust Education

TRAVELING TRUNK RESERVATION FORM

Please check the Trunk you would like to reserve:

☐ The Holocaust Resource Pack
☐ The Front Lines: A Soldier's Life in World War II
☐ World War II on the Home Front
☐ Propaganda and Political Cartoons
☐ Women in World War II
☐ American Hero: Franklin D. Roosevelt (3rd Grade)
☐ American Hero: Eleanor Roosevelt (3rd Grade)

School/Organization Name ____________________________________________________________

Address ____________________________________________________________________________

Grade Level ___________________________ Subject ___________________________________________

Number of students that will use this trunk (approx.) ______________________________________

Contact Name ____________________________________________________________

Contact Number __________________________ E-Mail Address _____________________________

Requested Loan Dates ____________________ to _______________________

I agree to follow the rules and regulations regarding trunk use and to return the trunk on time, in good condition, and with its complete contents intact. I understand that I am financially liable for damage or loss of contents in this trunk.

Signed ______________________________________________________________________________

Date ______________________________________________________________________________

You should hear from us within two business days confirming the Reservation.

Thank you for choosing MHHE for your classroom!
Traveling Trunk Rules and Regulations

- Trunks may be used by any school, church, synagogue, home school group, public institution, or other organization for educational purposes.

- Trunks must be requested at least 7 days in advance.

- Trunks are available on a first-come, first-served basis.

- Trunk reservations may be made up to one year in advance.

- Trunks may be borrowed for a period of 1-30 days.

- Organizations may only borrow one trunk at a time. However, organizations may borrow a trunk and a traveling exhibit simultaneously.

- Trunks must be used with adult supervision and stored in a secure location.

- The individual who signs the trunk reservation form is responsible for the safety and use of trunk contents.

- The individual who signs the trunk reservation form agrees to report any damage to or loss of trunk contents, and agrees to pay for replacement contents if needed.

- The borrower agrees to not hold the Museum of History and Holocaust Education liable for any injury or harm that results from the use of the trunk or its contents.

- The trunk should be returned with contents packed correctly in accordance with the packing instructions included with each trunk.

- Unless alternative arrangements are made in advance, the borrower is responsible for picking up the trunk and returning the trunk to the museum.