



The Geographic
Society of Chicago



NATIONAL
GEOGRAPHIC

USER AGREEMENT

ILLINOIS GIANT STATE TRAVELING MAP PROGRAM

INTRODUCTION

As part of our educational mission, the Geographic Society of Chicago has partnered with National Geographic Society (NGS) to make Giant Traveling Maps (GTM) available to schools and educational organizations throughout the state.

It is both necessary and respectful to the program and the next borrower to take proper care of the map and trunk contents. To ensure the safekeeping of the map and supplies, we require renters to adhere to the usages outlined below. Please read these carefully and check next to each statement. By doing so, you are the responsible party for booking, paying for shipping, and caretaking of the Giant State Traveling Map.

TERMS OF AGREEMENT

By signing this Agreement, you are expressly indicating the following:

Authorization

I am authorized to represent my school/organization in this agreement. I have received permission to host the GTM and have secured financial resources to pay for it.

Booking Changes

All changes and correspondence regarding the use of the GTM shall be made by me.

Responsibility

I am the individual responsible for the use and safekeeping of the GTM from the time it arrives to the time of its departure.

Cancellation

I agree to notify the Geographic Society of Chicago if I need to cancel or change my plans to use the map at least two weeks prior to its scheduled arrival.

Arrival Inventory Check

Upon receipt of the GTM and accompanying trunk, I will check the map for damage and check the trunk inventory using the checklist provided in the trunk. If any materials are damaged or missing, I will notify the GSC immediately using the telephone number and/or email address on the inside lid of the trunk.

Rules

I will enforce the Rules provided by Geographic Society of Chicago and monitor the use of the GTM to ensure it is not damaged. I understand my school/organization is responsible for materials lost or damaged while it is in our possession.

Departure Inventory Check

In preparation for departure of the map, I will check the map for damage and check the trunk inventory using the checklist provided in the trunk. If any materials are damaged or missing, I will notify GSC immediately using the telephone number and/or email address on the inside lid of the trunk. I agree to pay for repair of damage to the map and/or replacement of missing items.

Pick Up/Shipping

I will have the GTM packed and ready for pick-up/shipping at the agreed upon place and time. If the GTM is not ready for pick up or shipped according to the agreed upon time, I understand my school/organization will be billed an additional shipping charge.

Survey

Within one week of the departure of the GTM, I will complete the user survey.

Media Hits

If available, I will provide GSC with clippings or URLs of any local press coverage.

Signature

Printed Name

School/Organization Name

Role in School/Organization

Date Signed

Requested Date(s) of Map Use

SEND YOUR COMPLETED AGREEMENT TO



The Geographic
Society of Chicago

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