

# BOCES 4 SCIENCE - StarLab Leasing Form - 2023-2024

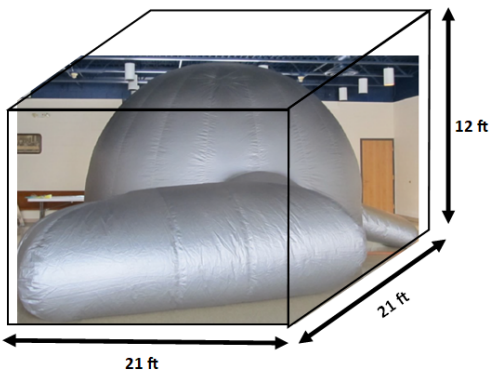
**Note: Check availability of specific dates** with Kathryn Jensen before submitting this form. See contact information below.

<b>District:</b>
<b>Contact Name:</b>
<b>Title:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Fax:</b>
<b>Email:</b>

**Equipment Policy:** You will be contacted approximately one week prior to requested dates to finalize delivery and specific equipment requests. Please inventory your materials upon arrival using the checklist provided. Any missing/damaged parts must be reported to BOCES 4 Science within 2 days of the delivery date. Equipment is also checked upon return to BOCES 4 Science; the district is responsible for missing and/or damaged equipment.

**Important Note:** The dome requires a minimum ceiling height of 12 feet - with no sprinklers or other equipment below that height - and 21x21 feet of floor space. (See drawing below.)

**Calendar Dates Requested (Instructional):** \_\_\_\_\_



**Number of Days:** \_\_\_\_\_

**First Day:** + \$200.00 \_\_\_\_\_

**Additional Days X \$125/Day:** + \_\_\_\_\_

**Total** = \_\_\_\_\_

Photocopy this completed form and please mail, fax, or email to:

<p><b>BOCES 4 Science</b></p> <p>Fax #: 585-352-1157 Phone #: 585-617-2363</p>

**For additional StarLab information:**

**Contact Kathryn Jensen**

[kjensen@boces4science.org](mailto:kjensen@boces4science.org)

**585-617-2358**

Please visit our website at

[www.boces4science.org](http://www.boces4science.org)

for more information