



**Sallie Ellis Davis House**  
Campus Box 092  
Milledgeville, Georgia 31061-0490  
478-445-5889  
Fax 478-445-3045

## Traveling Lesson Plan Rules and Regulations

1. The Traveling Lesson Plan may be used by any institution or group for educational purposes.
2. The lesson plan must be reserved at least one week ahead of a scheduled reservation start.
3. The lesson plan are available on a first-come, first-served basis.
4. The lesson plan reservation time is two weeks.
5. The lesson plan must be used with adult, 18 years or older, supervision and stored in a secure location.
6. The person checking out the case, or borrower, is the responsible party for any damages or losses the lessons may endure. Anything deemed outside “normal wear and tear” by the Sallie Ellis Davis House is subject to additional charges.
7. The borrower agrees not to hold the Sallie Ellis Davis House liable for any injury that may result from the use of the lesson plan case or its contents.
8. The lesson plan are to be returned to the Sallie Ellis Davis House, with all the contents intact, within the two week reservation period. Late fees may apply for a case returned after the two week period.
9. Unless other arrangements are made with the Sallie Ellis Davis House in advance, the borrower is responsible for picking up the case and returning the case to the Sallie Ellis Davis House.
10. The borrower agrees to pay the rental fee of \$25.00 for a two week use of the Traveling Lesson Plan, due at the time of pick up.

By signing this form, you agree to all of the above rules and regulations of the Traveling Lesson Plan.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_