

OPEN EDUCATIONAL RESOURCES

University Transportation Center for Railway Safety

Resource Borrowing Agreement

Request # _____



Please complete all fields and submit the signed copy via email as a scanned PDF document

[Submit by email](#)

1. I will abide by all the policies set forth in this agreement.
2. University Transportation Center for Railway Safety (UTCRS) produced the educational curriculum materials available for loan. I understand that the educational curriculum material borrowed thru this agreement is property of the UTCRS. I shall not duplicate or otherwise reproduce these materials without the expressed written permission of the UTCRS.
3. I will use the educational curriculum, equipment and materials borrowed for education and not-for-profit purposes.
4. I understand that it is essential to return equipment no later than the Due Date agreed upon.*
5. If I lose or damage the borrowed materials, I will be responsible for all related replacement costs.*
6. Multiple late returns, failure to replace or submit payment to cover the cost of lost or damaged materials will result in termination of borrowing privileges.*

* Only applies when equipment and supplies are borrowed

I have read and understood the above. I agree to comply with the rules and policies of the UTCRS.

Borrower:

First Name: _____ MI: _____ Last Name: _____

Title: _____

Primary Phone: (____) _____ Alternate Phone: (____) _____

Email: _____ FAX Number: (____) _____

Signature: _____ Date: ____ / ____ / _____

Organization Name: _____ Web Address: _____

Organization Address: _____

City: _____ State: _____ Zip Code+4: _____

Primary Phone: (____) _____ Alternate Phone: (____) _____

Email: _____ FAX Number: (____) _____

Organizational category: (Check all that apply)

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Public Education Institution | <input type="checkbox"/> Private Education Institution | <input type="checkbox"/> Personal Use |
| <input type="checkbox"/> UTC | <input type="checkbox"/> Informal STEM Center | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Transportation Industry Entity | <input type="checkbox"/> Homeschooling | |



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Usage Information:

Please provide us with as much information as possible regarding the usage of our educational resources by your organization.

Academic Year: _____

Date(s) of Usage: ____ / ____ / _____ to: ____ / ____ / _____

Date(s) of Usage: ____ / ____ / _____ to: ____ / ____ / _____

District/School Name: _____ Web Address: _____

Address: _____

City: _____ State: _____ Zip Code+4: _____

Education Level:

____ Elementary (1st-5th grades) ____ Middle School (6th-8th grades) ____ H.S. (9th- 12th grade) ____ Higher Education

List any additional schools where the borrowed material will be used: _____

Project/Course/Class/Program/Event Name where the resources will be used:

Select all subject(s) on which your project/course/class/program/event focuses:

____ STEM ____ Railway Safety ____ Transportation ____ Other: _____

Total Projects/Courses/Classes/Programs/Events in which the resources will be used: _____

Number of staff involved: Teachers _____ Volunteers _____ Students _____ Staff _____

Optional: Help us by providing additional information to assist us in reporting to the USDOT on curriculum usage.

Briefly describe how you plan to incorporate the UTCRS curriculum into your school/program curriculum.

How frequently will the borrowed educational curriculum and/or equipment be used?

Program or Usage Learning Objectives:

Program Goal Statements	
1	
2	
3	
4	
5	



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Student Profile:

Grade Level	Total No. of Students	Females	Males

Resources being requested:

Curriculum:

_____ Elementary (1st-5th grades) _____ Middle School (6th-8th grades) _____ H.S. (9th- 12th grade)

Educational Kits (limited to the Rio Grande Valley Area only):

Lego: _____ Mindstorm NXT 2.0 Number of kits requested: _____

 _____ Mindstorm EV3 Number of kits requested: _____

Magnetic Levitation:

_____ MagLev Kits Number of kits requested: _____

For Equipment Borrowers Only:

Tag #	Description	Model	Brand	Approximate Value	Date Loaned			Date Returned		
					Day	Month	Year	Day	Month	Year

Pick-Up Record:

Borrower Signature: _____

Date: ____ / ____ / _____

UTCRS Signature: _____

Date: ____ / ____ / _____

Pick-Up Record:

Borrower Signature: _____

Date: ____ / ____ / _____

UTCRS Signature: _____

Date: ____ / ____ / _____

Return Record:

Borrower Signature: _____

Date: ____ / ____ / _____

UTCRS Signature: _____

Date: ____ / ____ / _____

Return Record:

Borrower Signature: _____

Date: ____ / ____ / _____

UTCRS Signature: _____

Date: ____ / ____ / _____

