



Sample Contract to School

To: _____

Artmobile will visit your site from _____ through _____ . The following information will help organize our visit.

PARKING

An area of at least 60' x 20' and within 100 feet of a suitable electric line is required for the Artmobile. In addition, the driver must have ample space in which to maneuver his vehicle.

PARKING MAP

To assure that our driver situates the vehicle correctly, please complete the enclosed map and return it this week. Improper positioning of the trailer will result in an additional charge and the loss of one day in the schedule. Therefore it is critical that parking details be clear and arranged in advance. When determining where the Artmobile should be placed on your site, please keep in mind the following guidelines: the trailer is 50 feet long; and additional 10 feet is required at the rear of the trailer for the operation of the lift; a minimum of 4 feet is needed along the right side of the trailer for the steps; and the steps must be installed on level ground. It is not possible to park the trailer along a curb and to install the steps on the sidewalk. Please plan for the safety of your students when determining the position in which the Artmobile should be placed.

ARRIVAL

The Artmobile will be delivered to your site between _____ and _____. Please block off the parking area in advance.

SET-UP

An Artmobile staff person will arrive at **8:30 a.m.** on _____ to set up. Brief assistance from one or two of your staff is required at this time to assemble the stairways.

ELECTRICITY

The Artmobile requires: 120/208 voltage, single phase, 100 amp service. The cable is 100 feet long and not equipped with a plug. Your electrician is required by **8:30 a.m.** on _____ to connect the Artmobile to your power supply. All electrical connections are on the exterior of the trailer. Any delay in the electrician's arrival to connect the Artmobile will adversely effect the start of classes. **For the safety and security of the art exhibited, Artmobile must have electrical power at all times, including overnight and weekends.** The cable may be fastened along the top of the trailer for the safety of students. If the cable is placed on the ground across a driveway, it must be positioned between two 2" x 4" boards (supplied by Artmobile) in order to protect the cable from passing vehicles.

Your electrician is also required to disconnect the Artmobile at **3:00 p.m.** on _____. The cable must be rewound and securely tied on the reel. Failure to disconnect Artmobile properly and at the specified time results in additional transportation costs which will be passed on to your school.

CLASS SCHEDULE

Schedule classes every 45 - 60 minutes, allowing for at least a 30 minute lunch break. Kindergarten classes may only need 30 minutes. **All classes must be accompanied by a teacher.** Please arrange any unused time slots to fall either at the beginning or the end of the day. Make sure to include starting and ending times of the classes, as well as grade levels. On the day of arrival, the first class can begin no earlier than **10:30 a.m.** On the closing day, classes must end by **2:30 p.m.** to allow time for packing the trailer before the electricity is disconnected. Please fill out the enclosed class schedule. Mail one copy to Artmobile at least six weeks prior to our visit and retain a copy for us upon arrival.

PAYMENT

The fee for your Artmobile visit is _____. Please forward the check made payable to: **BCCC/Artmobile** at least six weeks prior to our visit. Be sure that the name of your school appears on the check.

TEACHER'S MANUALS

Teacher's manuals are produced for each exhibition to help teachers incorporate the Artmobile experience into their curricula. They provide background information and classroom activities related to the exhibition and are intended to serve as a resource both in conjunction with and apart from the exhibition. The Teacher's Manuals for this exhibition will be sent to you soon. Please distribute them to your faculty and encourage their use.

We look forward to visiting your school.

Sincerely yours,

Fran Orlando
Director of Exhibitions/Artmobile

I have read the above contract and agree to its terms. I understand that my school will be assessed a cancellation fee of 50% for canceling after August 1, 2003.

Signature: _____

Name (please print): _____ Phone: _____

School Code for Snow Closing: _____

Name of local Police Dept _____ Phone (**not 911**): _____

Local Emergency Contact person (after office hours): _____

Telephone number: _____

Please retain a copy of this contract for your records. Send one signed, complete copy of this contract to:

Artmobile
Bucks County Community College
275 Swamp Rd
Newtown, PA 18940