COSI on WHEELS
TERMS & CONDITIONS

COSI ON WHEELS WILL PROVIDE:
• One COSI on Wheels Educator and all equipment for program day
• Mandatory training session for the school-provided volunteers
• Assembly and hands-on sessions
• Advance communication to confirm program details approximately two weeks prior to your event

THE SCHOOL/ HOST WILL PROVIDE:
• 15 to 20 adult or supervised high school volunteers (16 years or older) to assist with activities for the entire program day.
• Set up time and secure, available space at the site on the evening prior to the event. The space cannot be used for other events while COSI on Wheels is set up (e.g., sports practices, meetings, latchkey, etc.).
• Set up and tear down assistance from three to four strong adults for approximately one hour each day. Four to six volunteers able to lift 50 pounds are required if there is a stairway barrier. If the appropriate number of volunteers are not available for the Educator at the scheduled set up time set up will be delayed until the situation is rectified. The Educator will not unload the vehicle or set up without adequate assistance.
• A room with approximately 600 sq. ft. of space and ten 8-foot tables, or equivalent tabletop space, for hands-on activities; a gym or multi-purpose room is preferred. The space cannot be used for other events while COSI on Wheels is set up (e.g., sports practices, meetings, gym, breakfast, lunch, etc.).
• $200 non-refundable deposit due two weeks after receipt of invoice; full payment due one month prior to program date unless other arrangements have been made with COSI (i.e. Purchase Order)
• A Coordinator who will greet and assist the COSI Educator at the time of set up and will be present during the entire program day.
• The following items completed and sent to COSI at least four weeks prior to the program:
  • Completed school info sheet and schedule for COSI On Wheels assembly and hands-on sessions (500 student maximum capacity per day; groups of 62 or fewer students per hands-on activity session. This limit will be enforced for liability reasons, and to provide the optimal educational experience for all participants).
  • Final payment or purchase order.

I, acting as an authorized intermediary on behalf of the school, agree to all of the above mentioned items for the COSI on Wheels program. I understand that adherence to these rules is essential in order to provide the greatest service and best possible educational experience for the students. Failure to abide by these regulations will result in a breach of contract.

PLEASE NOTE - COSI may be taking photos for COSI’s use in materials such as brochures, promotions, website, etc. When students are photographed it is possible that his or her photo may be used for these publications. If for any reason there are students that may not have their photo taken for these purposes, please inform the photographer.

PLEASE NOTE - Programs canceled more than four weeks prior to the program date will receive a partial refund, less the $200 per day non-refundable deposit. Programs canceled less than four weeks (28 days) prior to the program will not be refunded or credited in any way. Unpaid programs that cancel less than four weeks prior to the program date will still be responsible for paying the full program fee.

PLEASE NOTE - Weather-related cancellations can be rescheduled to a new date within the same school year with no penalty. Weather-related cancellations that are not rescheduled into a new date within the same school year will be refunded, minus the non-refundable $200 per day deposit. COSI on Wheels programs can only be canceled due to weather if school has already been canceled for the program date. The COSI Educator will still set up the evening before the scheduled program (regardless of impending inclement weather) and will require access to the building and assistance loading up once it is safe to do so.