



2008-09 SCHEDULING FOR STARLAB (PORTABLE PLANETARIUM)

This year's scheduling for STARLAB IS NOW OPEN! Teachers planning to use this portable planetarium are reminded that they must have formal STARLAB training and transport the equipment. The new user picks up the unit where it was last used and the Star-Lab contact person from each school fills out a checklist. To schedule, please complete the loan request and send it to the Regional Office of Education.

NOTE: Cost of repair and/or replacement of damaged equipment shall be the responsibility of the School District. The Regional Office of Education is exempt from any and all liabilities for physical injuries resulting from the transportation or use of StarLab.

Today's Date: _____

School District making the request: _____

Building site where Star Lab is to be used: _____

Requested dates for use: _____ Other alternative dates for use: _____

Person making the request: _____ Phone: _____

Email address: _____

Person(s) with Star Lab training
who will be operating the unit: _____

Location of unit for pick up by the next user: _____

**Attention: New Requirements for the Use of StarLab!
We want StarLab to be in top condition for all of our schools!**

In order to maintain the StarLab and make any needed repairs, we need to conduct an inventory and, when needed, repair the StarLab. Therefore, we request that the StarLab be returned to the ROE periodically during the school year. If you could drop off the StarLab after your use no later than 4:15 on Thursday or pick it up Monday afternoon, please mark below.

____ Pick up on Monday afternoon from the ROE ____ Drop off on Thursday at the ROE

____ I will not be able to pick it up after Monday or drop it off on Thursday

To ensure the working operation of StarLab and maintain the materials included with the use of StarLab, the ROE requires each school to complete a StarLab checklist. Each school must complete and sign this checklist before "handing off" the StarLab to the next school. It is the responsibility of the trained teacher to contact the ROE if any materials are missing or not working properly. If you do not complete this checklist or are responsible for missing items, your school may lose its right to use the StarLab.

I understand that I must complete this checklist and will make sure that the teacher trained to use StarLab will be responsible for the set up, operation, and packing of StarLab.

Signature

Regional Office of Education
3430 Avenue of the Cities
Moline, IL 61265
309/736-1111 (phone)
309/736-1127 (fax)