

Ward's Science Stormwater Floodplain / Watershed Model (Model)

Responsibility Form

1. In borrowing the Model from WAFSCM, Borrowers are responsible for picking up the Model from the SEWRPC office, an optional storage site, or from the previous user of Model. Borrowers may also need to communicate with those who have requested the Model before and/or after them. Communication should entail Model parts transferred as well as transfer date/location. **Borrowers MUST contact the Model Coordinator** to set up a pick up and return time and date. **If the Borrower is coordinating with another Borrower, the Model Coordinator MUST be notified of the transfer date/location.** The Model Coordinator can be contacted at the Southeastern Wisconsin Regional Planning Commission, Waukesha, WI (Laura Kletti, lkletti@sewrpc.org, (262) 547-6721, ext. 224).
2. Both the **Responsibility Form** as well as the **Model Loan Agreement** shall be completed and approved by the Model Coordinator prior to securing the Model.
3. Borrowers agree to read and follow the Model set up and storage instructions. Any parts or items broken or lost by the Borrowers shall be replaced at the costs incurred by WAFSCM to replace the items, in a timely manner, so as not to cause a loss of use for other scheduled borrowers.
4. A follow up evaluation email shall be provided by the Borrower and sent to WAFSCM within ten (10) days with the following information:
 - a. Brief description of the demonstration/use of the Model (for possible use in our newsletter, and other publications).
 - b. Photos, if any, of the model in use (photos provided to WAFSCM will be used at their discretion for the purposes of Educational Outreach and/or information to its members).
 - c. Issues and/or "tips" on using the model or any exciting stories about using the model.
 - d. Emails shall be sent to: wafscm@gmail.com
5. Currently, we are not requesting a deposit on the Model. The Borrower listed on the forms must be a WAFSCM member. The Borrower should understand that the Model's complete replacement cost may be as high as \$1,450.

We have read the above information and will abide by these responsibilities.

GROUP REQUESTING ITEM (s) _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

E-mail address _____

Contact Person /WAFSCM member _____

Signature of acceptance above information _____

Ward's Science
Stormwater Floodplain / Watershed Model (Model)

Model Loan Agreement

To Be Completed by Group/Person Accepting Loan of Model

I received the Model and related components in good condition and I will be responsible for the care and security of the Model and related components. Should the Model incur any damage or if any Model components are found missing, I will be responsible for replacement costs. I will read the "Care and Handling" instructions on page 4 of the "Users Guide" and agree to follow all instructions for proper use of the system as outlined in the "Users Guide".

I agree to return the Model and related components as noted below (check one).

_____ Next User: _____
(Borrower is responsible for notification to Model Coordinator of Model transfer date/time).

_____ Back to SEWRPC as coordinated with Model Coordinator

Name (Please print): _____

Phone (Please print): _____

Email Address (Please print): _____

Organization/Community Represented (Please print): _____

Signature
Name as signed (printed): _____

Date

To Be Completed by WAFSCM Authorized Agent or Designated Model Coordinator

Model was **sent** in good condition with all related components.

Signature
Name as signed (printed): _____

Date

Model was **received** in good condition with all related components.

Signature
Name as signed (printed): _____

Date