

HIGHLANDS BIOLOGICAL STATION

Microscope Rental Agreement

We are pleased to be able to make microscopes available for those who use the facilities at the Highlands Biological Station. To avoid our equipment suffering from a "tragedy of the commons," we ask that you follow a few simple guidelines outlined below. As always, the mentality "leave it better than you found it" will allow us to continue to offer quality equipment and facilities to visiting researchers, students, classes and instructors. Your experience is very important to us. Thank you for your help!

CONTACT INFORMATION FOR THE RESPONSIBLE PARTY

Name _____

Billing Address _____

Phone _____ E-mail _____

Dates _____

MICROSCOPES AND RELATED EQUIPMENT REQUESTED

Stereoscopic Microscopes

_____ Motic SMZ168T with pole mounted gooseneck LED illuminator (no external light sources needed)

_____ Motic SMZ-168

_____ Olympus SD/ILK base - SZ-STB2

Compound Microscopes

_____ Meiji MT4200L

_____ Olympus

Accessories

_____ Light Sources

_____ Additional Eyepieces: 15X 20X

_____ Other _____

RETURNING EQUIPMENT

1. Wipe down the base and stage plate with a damp cloth, then wipe dry, to remove any dirt.
2. Turn the head 90° so that the eyepieces are facing the back of the microscope (this is a helpful space-saving step so that all of our microscopes fit into the cabinet).
3. If you used 20X eyepieces for the dissecting scopes, please wrap them up and return them to the bin labeled "20X eyepieces." Please make sure all of the microscopes have 10X or 15X eyepieces.
4. Neatly wrap cords using zip ties. Return main power chords to the bin labeled "power chords."
5. Place all microscopes together in one part of the room.
6. Report any problems with the microscopes to the Program Assistant – thank you!

I, _____, agree to follow the guidelines above. Before I leave, I will check each piece of equipment referenced above to confirm that I am returning it in the condition in which I received it, normal wear and tear aside. I will let the staff of the Highlands Biological Station know if I encounter any problems. I understand that I may be charged a \$50 fee if I do not return the equipment using the guidelines above.

Signature of Responsible Party

Today's Date

FOR OFFICE USE ONLY

Form received

Equipment set up in classroom

Equipment checked and returned to storage