

EDWARD M. KENNEDY INSTITUTE  
FOR THE UNITED STATES SENATE

**Public Library Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contact Information:**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_

**AMOUNT DUE \$156.00\***

\*Deduct \$6.00 if passes are to be picked up at EMK (by confirmed request)

Check (enclosed):

Name [print]: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Edward M. Kennedy Institute:**

Date of agreement received: \_\_\_\_\_ Date of agreement approved: \_\_\_\_\_

Date of Payment Received: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Passes Shipped on: \_\_\_\_\_ [disregard if Library to pick up passes]

Signature [print]: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

EDWARD M. KENNEDY INSTITUTE  
FOR THE UNITED STATES SENATE

MASSACHUSETTS LIBRARY PASS PROGRAM

Terms & Conditions

as of November 1, 2017

1. The cost for Massachusetts libraries to participate in the Institute's Library Pass Program is a \$156 fee (minus \$6.00 shipping and handling, by confirmed request, if the passes are picked up at the Institute) valid one year from the start date of the first library pass. If the passes are to be mailed, the Institute will send these via Priority Mail within one week of receiving payment in full. The first valid pass will be dated two weeks after the receipt of payment.
2. Libraries will receive 321 passes – one for each day that the Institute is open – and are responsible for distributing the passes to their library patrons and sharing with them these applicable terms and conditions.
3. Each library pass may be redeemed at the Institute for up to two discounted admissions at \$7.00 each. Please note that Massachusetts children (up to age 18) receive free admission. If there are additional adults accompanying the pass recipient, the discounted admissions will apply to the two highest admission rates in the party if multiple rates are involved. For example, if there are two adults (age 25-61) and two seniors (age 62+) in the party, the discounts will be applied to the more expensive regular adult tickets.
4. Each pass may only be redeemed for admission on the date printed thereon. The physical pass must be surrendered at the Institute's ticket desk to receive the discounted admission, and no discount shall be provided if passes are lost or stolen. *Note: In case of inclement weather and the Institute is closed, or in the infrequent occasion that the Institute is closed for a special event, the library pass will be valid for an additional three months from the date stamped thereon. Visitors are encouraged to check the Institute's website (emkinstitute.org) or telephone the Institute at 617.740.7000 in advance of their trip.*
5. Passes are not redeemable for cash or credit. Library passes may not be combined with any other Institute coupon or promotion.
6. Passes not distributed to (or unused by) library patrons may not be returned to the Institute for refund or credit.
7. These terms & conditions are subject to change at anytime, however, to the extent that it would be possible, the Institute will honor the existing terms & conditions in which the participating libraries purchased these passes. If the Institute ends this program before a library has completed its twelve months of participation, the Institute's only obligation to the library would be to provide a prorated refund of the library's \$156 fee.
8. If you have any questions, please email [library@emkinstitute.org](mailto:library@emkinstitute.org), else telephone Visitor Services staff at 617.740.7000. Thank you for your support, and we look forward to working with you on this mutually beneficial program.

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EMK INSTITUTE LIBRARY PASS TERMS & CONDITIONS | AGREED TO BY:

\_\_\_\_\_  
Library Name [ Please Print ]

\_\_\_\_\_  
Authorized Library Signer Name and Title [ Please Print ]

X \_\_\_\_\_

Authorized Library Signature

\_\_\_\_\_  
Date