

Loan Agreement

Waukee Area Historical Society, PO Box 358, Waukee, IA 50263

Person/ Institution _____ **Date Out** _____

Name / Title _____ **Due Back** _____

Address _____ **Phone** _____

_____ **E-Mail** _____

Purpose Educational display

Location Waukee Public Library - 950 Warrior Ln, Waukee, IA

Transport _____

Insurance Iowa Communities Assurance Pool (ICAP)

Ins. Value \$100,000 (Transit Limit) \$250,000 (At Library) **Value** _____

Object(s) ID #	Object(s) name / description / condition	Value

Terms of Loan Agreement

- 1) It is understood that the item(s) in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the lender.
- 2) All damage to item(s) at any point in this loan from the out date until returned will be reported to the lender immediately.
- 3) The item(s) on this agreement will be on loan from the Waukee Area Historical Society to the Waukee Public Library immediately upon execution of this agreement, and will be controlled jointly by the Waukee Area Historical Society and the Waukee Public Library.
- 4) The item(s) may not be lent to any other third party except the Waukee Public Library without the advance approval of the museum.
- 5) With the exception of being photographed for cataloguing purposes, the item(s) may be photographed or copied only with the permission of the lender.
- 6) The Waukee Area Historical Society is responsible for packing, transportation, insurance, and all other factors of transporting the loaned object(s), unless otherwise stated. The Waukee Area Historical Society is responsible for returning the loaned object(s) at the time stated.
- 7) The lender may require proof of insurance, may wish to have a loss payee issued in their name, and may wish to receive a copy of said information. The insurance information listed will be provided by the Waukee Public Library through the City of Waukee's insurance carrier - ICAP.
- 8) The Waukee Area Historical Society agrees to provide insurance for object(s) of not less than the value of the object(s).
- 9) The Waukee Area Historical Society agrees to use the loan only for the purposes stated on the reverse of this form.
- 10) If at any time it is decided that the item(s) is no longer needed by the Waukee Area Historical Society – all item(s) will be returned to the institution or family that loaned said item(s).

The Waukee Area Historical Society hereby acknowledges receipt of the object(s) listed on the reverse of this form. The undersigned assumes full responsibility for the object(s) subject to the conditions printed above until returned.

I have read and accept the above loan terms and conditions:

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Borrower's Signature (Waukee Area Historical Society Representative)

Date

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Borrower's Printed Name

Approved and released by:

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Lender's Signature

Date

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Lender's Printed Name