



AGREEMENT FOR HISTORY ROOM DONATIONS OR LOANS

Date: _____

History Room
Town of Mount Pleasant Municipal Complex
100 Ann Edwards Lane
Mount Pleasant, SC 29464

The object(s) identified below are:

_____ permanently donated to the Town of Mount Pleasant History Room

_____ on loan for the period of _____ to _____ in accordance with the CONDITIONS listed hereinbelow for the purpose of exhibition and storage.

Description of items to be donated or loaned:

Attach additional sheets if needed.

Having read and understood the CONDITIONS herein and having the authority to make this agreement, I,

_____, provide the material listed and described herein to the Town
Name of Donor or Lender

of Mount Pleasant History Room as indicated above. _____
Signature of Donor or Lender

Accepted for the History Room by: _____ Date: _____
Town Agent Signature

Print Town Agent Name and Title

RETURNED in satisfactory condition to _____
Print Name of Lender or Authorized Agent and Title

Lender or Authorized Agent signature

Date: _____

CONDITIONS GOVERNING LOAN

CARE, PRESERVATION, TRANSPORTATION AND INSURANCE:

1. The Borrower/Town will exercise the same care with respect to the work(s) of art described herein as it does in the safekeeping of comparable property of its own.
 2. The work(s) shall remain in the possession of the Borrower/Town for the time specified by the Lender and may be exhibited at any time. The Lender shall reclaim the items at the end of the loan period.
 3. The cost of transportation and insurance will be borne by the Borrower/Town unless otherwise specified. Objects insured by the Borrower/Town will be insured for the amount specified in the description.
 4. During the agreed loan period, the Lender may request the return of the loaned objects for various events, conferences, etc. The Borrower/Town agrees to relinquish the objects upon notification in writing by the Lender. At the end of the event, the Lender agrees to return the objects to the Borrower/Town for the duration of the agreed loan period.
 5. Any additional terms of the loan must be submitted to the Town in writing for consideration. All mutually agreed upon changes to this document must be executed by the Lender and the Town/Borrower.
6. It is understood that Objects lent for exhibition may be photographed for publicity and educational purposes in conjunction with any exhibition. The Lender represents and warrants that they are the rightful owner of the material loaned and consent to their exhibition, photograph, and reproduction by the Town/Borrower.

The Lender and the Borrower/Town represent that they have read the conditions above and agree to abide by said conditions, each by their signatures below.

SIGNED _____ DATE _____
(Borrower/Town or Authorized Agent)

APPROVED BY _____ DATE _____
(Lender)