

# RECEIPT OF LOAN FORM

Received From: \_\_\_\_\_

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

Phone/Email \_\_\_\_\_

Received by: \_\_\_\_\_

Period of Loan: From: \_\_\_\_\_ To: \_\_\_\_\_

I hereby acknowledge that the times listed above or on the addendum offered for loan are subject to the conditions described on the reverse side of this receipt.

\_\_\_\_\_  
Signature of Lender

\_\_\_\_\_  
Signature of Witness

I hereby acknowledge receipt of the items listed above or on the addendum in good condition on this date: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Lender

\_\_\_\_\_  
Signature of Witness

## LOAN CONDITIONS

For the period of loan, items may be exhibited, stored or otherwise used at the discretion of the Newnan-Coweta Historical Society, subject to the same care and handling as items owned by the Newnan-Coweta Historical Society.

Any damage or missing parts/pieces to object(s) should be noted upon receipt. The absence of such notation shall NOT certify it was in good condition at the time of receipt.

The Newnan-Coweta Historical Society will insure items against fire, theft, and other casualty for the period of this loan under the insurance policies for the Museum. Items left more than thirty (30) days beyond the end of the loan period without written permission of the Newnan-Coweta Historical Society are left at the owners risk and will not be insured.

Each item will be identified as property of the lender.

It is agreed all documents and/or photographs may be reproduced by the Newnan-Coweta Historical Society in whole or in part and may be published as it sees fit. Photographs taken of objects are the property of the Newnan-Coweta Historical Society and may be used at its discretion.

The lender may, with reasonable notice and on presentation of this receipt, withdraw the loan prior to the agreed upon date.

Any object left with the Newnan-Coweta Historical Society more than two years after the end of the loan date agreement, without a request having been made for its return, will become the property of the Newnan-Coweta Historical Society. At least two written efforts will be made to contact lender during this period.

Any altered, changed or waived conditions to this agreement must be done in writing on or with this agreement.