TEMPORARY CUSTODY RECEIPT
FOR SPECIFIC EXHIBIT

Elmwood Cultural Arts & Learning Center
Elmwood, NE 68349
Physical Address: Suite 104, 221 South 4th Street
Mailing Address: P. O. Box 12
Phone: (402) 867-4233 / (402) 540-1662
Email: elmwoodculturalarts@gmail.com

Date Received
Accession Number

Lender Name:			
Owner (if different than Lender):			
Address:	**City:**	**State:**	**Zip:**
Home Phone:	**Work Phone:**	**Cell Phone:**	
Email:			
Anticipated Exhibit Subject/Theme:			
Anticipated Exhibit Time Period (if known):			

I own (or am the legal representative of the owner of) the property described below and desire to loan said property to the Elmwood Cultural Arts & Learning Center (ECA&LC) (legally: Bess Streeter Aldrich Foundation and American Legion Post 247, Inc.).

DESCRIPTION OF PROPERTY (use continuation sheet if necessary):

Time period of the objects:
When were the objects acquired?
How or from whom were the objects acquired?
Condition of objects?
How do the objects relate to Bess Streeter Aldrich, local veterans, Elmwood, or local genealogy?
Any other comments regarding your potential loan:

Considerations Governing Temporary Loans at the Elmwood Cultural Arts & Learning Center:

I understand that by signing this document, I am temporarily loaning the property described above to the ECA&LC for a potential display exhibit. I understand that the property described is for temporary custody only and will be returned to me as specified below. I also understand that, unless specified in writing on this instrument, ECA&LC does not accept donations subject to conditions or restrictions imposed by the donor, and ECA&LC does not guarantee that this item will be placed on exhibit for a specified length of time.

Additional Considerations:

1. For the period of the loan, the items may be displayed, stored, or otherwise used by ECA&LC at its discretion, subject, however, to ECA&LC exercising the same reasonable care in display, use, and storage as with items owned by ECA&LC.
2. The lender hereby releases ECA&LC from all liability with respect to any loss or damages to the items referred to on the face of this receipt while said items are in ECA&LC's possession or in transit and agrees that ECA&LC is not required to cover such items with insurance.
3. It is agreed that each item on display will be identified as the property of the lender, unless other arrangements are made.
4. The loan agreement may be terminated by ECA&LC given reasonable notice to the lender in writing.
5. Unless ECA&LC is notified in writing to the contrary, it is understood that this loan may be photographed and such photographs may be reproduced in ECA&LC publications, online exhibits, social media, and for publicity purposes connected with an exhibit.

6. Unless otherwise noted in writing, upon completion of the exhibit, the lender will be notified at the contact information noted above. Arrangements will be made by the lender at that time for the retrieval/return of the article/articles within 30 days. If the ECA&LC is unable to contact the lender within one month following the close of an exhibit, and no special arrangements have been made for the return of the loan, the loan will be placed in storage at the lender's risk and expense for a maximum of one year from the end date of the exhibit. In case of death of the lender, his/her legal representative is required to notify the ECA&LC with his/her full name and address in writing, before the loan will be released to them.
7. Unless special arrangements have been made, any items not retrieved by the lender or legal representative after one year from the end date of the exhibit shall be deemed an unrestricted gift to ECA&LC and shall thereupon become the property of the ECA&LC and may be disposed of at its discretion.

Upon Acceptance for Exhibit	
Lender Signature – By signing, I certify that I have read the conditions governing temporary loans, above, and agree to the conditions therein: _____	Date:
Accepted by: _____ For Elmwood Cultural Arts & Learning Center	Date:
Upon Completion of Exhibit	
Lender notified on _____ of exhibit's completion. Items are to be returned/retrieved by: _____.	Notes:
Lender Signature – By signing, I certify that I have received all items loaned to the ECA&LC on this document. _____	Date:
Additional Notes:	