**Outgoing Loan and Return Agreement** **Knox Historical Society**

 **Post Office Box 11**

 **Knox, NY 12107**

**Borrowing Institution Information:**

 Name:

 Address:

 Phone:

 Email:

|  |  |  |
| --- | --- | --- |
| **Item(s) to be Loaned** | **Description of Item(s)** | **Condition, History, and Value (Owner’s Estimate)** |
|  |  |  |

1. I understand that the above named borrowing institution is taking reasonable and adequate steps for the fire and theft protection for these items while in its care.

2. The dates of the loan are from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. The date of delivery of the item(s) will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. I would like the item(s) returned on or shortly after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Borrower: Return of Loaned Item(s)**

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

Printed Name: Printed Name:

**Authorized Society Representative:**

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

Printed Name: Printed Name:

The Knox Historical Society lends the property described in this document under the conditions specified above.