



Poplar Grove Aviation Education Association, Inc. (PGAEA)  
5151 Orth Road Suite A1, Poplar Grovel IL 61065  
(815) 547-3115  
[www.WingsandWheelsMuseum.org](http://www.WingsandWheelsMuseum.org)

## Agreement to Loan Property

### Conditions for Acceptance of Items on Loan to the museum

- All items on loan are subject to documented acceptance by the Museum staff, subject to Museum policy.
- All items on loan must have a specific length of loan, mutually agreeable to both the Museum and the lender.
- Display of any loan items is at the discretion of the Museum staff.
- All property must be in a safe condition for display. This requires the filling of all flammable liquids to minimize vapors.
- Lenders must maintain insurance on items while on loan.
- Lenders will be granted limited access to their property while in the care of the museum.
- Lenders may make a written request to terminate loans before the agreed upon time.
- Once loaned property is returned to the lender's possession, the loan will end, and the property will be documented as having been returned.
- The owner of a loaned item when displayed will be properly credited on the display.
- Property on loan to the Museum will not be operated by Museum staff nor volunteers.
- Property on loan will be kept as secure from damage as is reasonably possible by the Museum.
- Property on loan will be kept clean and in the same condition as it was received while in Museum custody.
- In the event a loan item is gifted to the Museum, the Certificate of Gift form must be completed.
- Any deviation from these guidelines must be agreed upon by the lender and the Museum staff and recorded below.

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Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



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Name of Lender (printed) \_\_\_\_\_ Date Received \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact (Name, Address, Phone, Email) \_\_\_\_\_

<u>ITEM/DESCRIPTION</u>	<u>CONDITION/NOTES</u>	<u>ACCESSION NUMBER</u> <small>For office use</small>

Please provide any historical or personal information you know about regarding the artifacts.  
 Please list additional artifacts on the back of this form.

I, \_\_\_\_\_, hereby lend to the Poplar Grove Aviation Education Association, Inc. the property described above. I certify that I have absolute authority to loan these items to said association. The loan period is \_\_\_\_\_ years and can be renewed, or the items can be returned at the end of the loan period.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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