

LOAN AGREEMENT FOR ARTS KIOSKS




Reservations for the kiosks should be made in advance by calling the Glen Carbon Centennial Library (GCCL) at 618.288.1212 or emailing anneh@lcls.org.

A signed loan agreement is required to check out equipment, and the person signing the form is responsible for the equipment. For more information, see [the Kiosk Loan Policy](#).

The Glen Carbon Centennial Library fills requests for the kiosk(s) on a first come, first served basis. By completing and signing this loan agreement the borrower claims responsibility for the following:

- The care and possession of the kiosk(s).
- Notifying GCCL if the kiosk(s) arrive damaged.
- Replacement of lost or damaged items.
- GCCL has no responsibility for any claims arising out of the use of the Kiosks. The borrower assumes all responsibility for claims arising out of injury to any person connected with interaction or participation with arts kiosk(s).

Please complete the information below and return to the Glen Carbon Centennial Library, 198 S Main Street, Glen Carbon, IL or Fax to 618.288.1205

 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
For Kiosk (check all that apply):		
Name: _____		
Organization Name: _____		
Dates Requesting Kiosk(s) _____		
Position or Job Title: _____		
Street Address: _____		
City: _____ State _____ Zip _____		
Email Address: _____		
Work Phone: _____ Fax No.: _____		
Borrower's Signature: _____		
Date: _____		
Note: This agreement must be signed and returned to GCCL before kiosk(s) may be borrowed. Please keep a copy of this form for your files.		

For Library Use Only:
Date & Time Returned _____ Checked In By _____