



Heritage
Culture
& the Arts

INCOMING LOAN AGREEMENT City of Lakewood Heritage, Culture & the Arts Division

Lakewood's Heritage Center
801 S. Yarrow
Lakewood, CO 80226

Lakewood Cultural Center
470 S. Allison Pkwy.
Lakewood, CO 80226

Washington Heights Art Center
6375 W. 1st Ave.
Lakewood, CO 80226

Lender's Name:

Address:

City/State/Zip:

Phone:

Email:

Purpose of Loan:

Loan Dates: From 06/01/2026 To 08/13/2026

TITLE OF PIECE	MEDIA	SIZE	INSURANCE VALUE*	FOR SALE** (YES/NO)	SOLD <i>Admin. use only</i>

Special Conditions:

* Insurance value = retail value. In the event of an insurance claim lender receives retail value minus commission fee. ** Lender may not change the selling price or status (i.e. *For Sale to Not For Sale*) during the course of the loan.

I hereby acknowledge that I am fully authorized to lend the object(s) described above and those on attached listings (if any), all in good condition, except where noted, to Lakewood's Heritage, Culture & the Arts Division (HCA). I hereby certify that I have read and agree to abide by the conditions, printed on the reverse side of this agreement, governing this loan.

Lender's Signature

Date:

HCA Representative:

Date:

Loan Release:

Return of the above loan object(s) in satisfactory condition is hereby acknowledged. I hereby release the City of Lakewood and the Heritage, Culture & Arts Division from all claims of damage to this (these) object(s).

Lender's Signature

Date:

HCA Representative:

Date:

Alternate formats of this document are available on request. ILA/HCA (Rev. 4/05)

White—HCA Exhibit Files

Yellow—Lender at Release

Pink—Art Sales Coordinator

Gold—Lender at Loan

Conditions Governing Loans to Lakewood's Heritage, Culture & the Arts Division (HCA)

Care, Conservation and Exhibition:

1. HCA will give the borrowed object(s) the same care as it does comparable property of its own. Evidence of damage, regardless of cause, while in custody of HCA will be reported immediately to the Lender.
2. All objects, however, are subject to gradual deterioration (inherent vice), and HCA will not be held liable for degradation of the object caused by such deterioration.
3. No alteration, restoration or repair will be undertaken without the authorization of the Lender.

Insurance:

4. Objects will be insured by the City of Lakewood in the amount specified by the established insurance value, as listed in the Agreement. The City and/or its insurer will not be responsible for a loss greater than the assigned amount shown in this Agreement. If the loan consists of two or more objects and a value is not included for each object, the City and/or its insurer will not be responsible for a loss in an amount greater than the object's proportional amount to the set.
5. If the Lender elects to maintain his or her own insurance coverage, HCA must be supplied with a certificate of insurance naming HCA as an additional insured party or be provided with a written waiver of subrogation.
6. HCA will not be responsible for any error or deficiency in information furnished to the Lender's insurer or any lapses in coverage.

Credit:

7. HCA may photograph objects on loan for publicity and or exhibition catalogs and will credit the Lender unless otherwise specified on the Agreement.

Return of Loans:

8. Unless otherwise agreed upon by both parties, a loan terminates on the date specified on the face of this Agreement. Upon expiration of the loan, the loaned object will be released to the Lender, or his or her duly authorized agent, or legal representative, according to the instructions of the Lender.
9. If the Lender has not removed loaned object(s) within one hundred twenty days after receiving written notice of termination of the loan by HCA, the loaned object(s) shall be deemed an unrestricted gift to HCA in accordance with the laws of the State of Colorado covering the Loans of Property to Museums.
10. The lender is responsible for notifying HCA immediately of a change in his or her return address or telephone number.
11. In the case of change of legal ownership, the new owner is required to notify HCA immediately and establish his/her legal ownership by proof satisfactory to HCA.