

**City of Coral Gables Historical Resources  
& Cultural Arts Department**

2327 Salzedo Street  
Coral Gables, FL 33134  
305-460-5093

**Permanent Loan Agreement**

This agreement shall be between City of Coral Gables Historical Resources and Cultural Arts Department herein after referred to as “Loaner” and \_\_\_\_\_

**1 Permanent Loan - Definition**

Loaning a collection to \_\_\_\_\_ on a permanent basis implies:

- It is a loan. The loaner retains the legal ownership of the collection.
- It is permanent - i.e. it has no ending time specified.

**2 Entities**

Actions which are required by this agreement in the case of a Loaner which is an entity will be made by one or more of the Loaner's governing body. The Loaner shall be responsible for notifying \_\_\_\_\_ of its governing body and its current contact.

**3 Care of objects/collection**

\_\_\_\_\_ will care for the objects/collection. Everything possible will be done to ensure that no damage comes to the objects/collection. The loaned pieces should be maintained and cared for to the highest standard accepted in the profession. If broken or unsure of management of objects, the loaner will be contacted.

**4 Expiration or Dissolution of Loaner**

- Should \_\_\_\_\_ dissolve, the objects/collection shall be returned within a two week time frame.

**5 Display**

- The objects/collection on permanent loan to \_\_\_\_\_ shall be maintained by the Loaner. The contact person for the Loaner may add or remove items by appointment at any time convenient to all parties.
- The display should be locked with keys or secured in a safe manner.
- The Loaner shall retain the right as to what is displayed.

**6 Cancellation of this Agreement**

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- The loan (all or in part) may be canceled in writing with two weeks by either party. The Loaner shall make arrangements for the retrieval of the collection within that same time period.

Signed to and agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by:

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City of Coral Gables Historical Resources and Cultural Arts Department:

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