

Historic Sappington Houses (HSH)  
**Trunk Loan Contract**

Name \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose of loan \_\_\_\_\_

**NO COST TRUNK LOAN REQUEST**

Date \_\_\_\_\_ Day of week \_\_\_\_\_

Time from \_\_\_\_\_ Circle AM or PM

Return Date \_\_\_\_\_ Day of week \_\_\_\_\_

Time to \_\_\_\_\_ Circle AM or PM

There will be a \$25 charge for each week overdue. In the event the trunk return is delayed one month from the return date above, a fine of \$125 will be assessed to be paid by the lessee or his/her organization.

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*HSH reserves the right to cancel any reservation, in the case of unforeseen circumstances.*

In consideration of my/our being permitted to use the Sappington House Museum touch trunk on the dates of \_\_\_\_\_, I/we hereby agree that HSH, its officers, agents and employees shall not be liable for any injuries, damages, loss of property or expenses of any kind sustained by me/us (including all participants) arising out of such use, notwithstanding any claim of fault or negligence (whether sole, concurrent or otherwise) on the part of HSH, its officers, agents or employees. I/we further agree to defend, indemnify and hold HSH, its officers, agents or employees, harmless against all claims which may be asserted by others for personal injury, damage or loss of property, liability or expense, including attorney's fees, occasioned by any of my/our acts or omission, notwithstanding any claims of fault or negligence (whether sole, concurrent or otherwise) on the part of HSH, its officers, agents or employees.

I/we acknowledge that I/we have read and understand all of the terms, regulations and policies.

Lessee signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby agreed that:

1. Cancellation or changes in the date/time should be made before the reservation date. Inclement weather will not have any effect on trunk loans.
2. The conduct of those participating in trunk activities are the responsibility of the lessee. Children must be supervised at all times. Hands should be clean when handling the artifacts.
3. The trunk and artifacts should be secured when not in use.
4. The artifacts, posters and teacher's packet must be undamaged and repacked securely in the trunk on return.
5. The trunk will be checked for damage on return. If repairs are necessary, the lessee or his/her organization will be charged any repair costs in excess of \$50.
6. Overdue checks or charges should be made payable to Sappington House Foundation, 1015 S. Sappington Road, St. Louis, MO 63126-1004.

I/we acknowledge that I/we have read and understand the three (3) pages of rules and policies.

Lessee signature \_\_\_\_\_ Date \_\_\_\_\_

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For HSH use

Overdue fee/s \$ \_\_\_\_\_ Total due \$ \_\_\_\_\_

Paid by                      Cash                      Check # \_\_\_\_\_

Credit card/PayPal account # \_\_\_\_\_

Expiration date \_\_\_\_\_ Security code \_\_\_\_\_

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

Historic Sappington Houses (HSH)  
1015 S. Sappington Road, St. Louis, MO 63126  
1015 S. Sappington Road, St. Louis, MO 63126 314-822-8171  
<https://historicsappingtonhouse.org>  
<https://facebook.com/SappingtonHouseFoundation/>

## Trunk Loan Contract and Policies

When not in use by the Sappington House Foundation, the Touch Trunk (trunk) is available to lease by individuals, community groups, organizations and businesses up to one month without charge. Late fees apply if more than one week overdue.

- The trunk can be loaned by reservations only, no walk-ins.
- The Sappington House Foundation board is the final authority in granting or refusing permission to use the trunk.
- Permission to use the trunk does not constitute or imply endorsement of the aims or activities of the lessee/s.
- No group may use the trunk more than twice a calendar year.
- The trunk's condition on return is the responsibility of the lessee and should be in pre-loan condition.
- Museum tours, arranged in advance, are available in conjunction with the loaning of the trunk.
- Trunk damages in excess of \$50 will be charged if repair or replacement is required.
- Trunk reservations are not transferrable and may be revoked or changed at any time at the discretion of HSH due to unforeseen conditions or situations.