

*Here's a sample of a typical loan agreement between a non-profit and the Artists' Rapid Response Team (ARRT!)*

**ARRT! banner loan agreement attached — please sign and return.**

We hope you like the banner and will use it often and send us photos of it being used.

Of course we love and encourage feedback and need to know what works or doesn't work for you.

Please read the IMPORTANT information about CARE OF THE BANNER and share it with whomever might use the banner. Then fill out the banner loan agreement after you receive the banner and return it to us.

We expect you will mention Artists Rapid Response Network in your media releases. We would like you to send us photos of the banner in use and links to media where it appears, both of which are crucial for our future funding.

We hope you will use your artwork OFTEN, at multiple events, and lend it out to other appropriate groups.

We suggest that you utilize the images on your website, mailings, newsletters, brochures, postcards, bumper-stickers...

**Donations**

Like many of you, we rely on grants and donations to provide our service. If your organization can afford to give us a donation, it will help us meet a match for our funding grant. (Suggested amount - \$50.00.)

Make checks payable to UMVA and mail to: Jackie Bennett, Treasurer, (UMVA) Union of Maine Visual Artists, PO Box 51, Walpole, ME. 04573 (specify for ARRT!)

Thank you.

Best,  
Natasha Mayers, for ARRT! (Artists' Rapid Response Team)  
mayersnatasha@gmail.com  
549 751-6538  
Townhouse Rd. Whitefield, Me. 04353

## ARTISTS' RAPID RESPONSE TEAM LOAN AGREEMENT

Name of group or non-profit organization

Contact person(s) who will be in charge of artwork's whereabouts while in organization's possession — title, email, phone number

Name and or description of banner or other artwork.

Projected dates artwork is needed and for what events. Please update us as new events develop. Let us know how the artwork is being used and impacting your work.

Photos of the artwork in use with following info. – when, where, dates and media coverage. (This is vital to our continued funding.)

Proper care of artwork. Always wrap around a tube or similar object as least as wide as the banner. Always wrap it with paint to the outside. Wrap it with plastic or a sheet. Don't put heavy objects on top of artwork. Don't put tape on paint side. If it gets wet, let it dry before rolling up for storage.

*Our organization has read the loan agreement and is willing to participate as outlined.*

Signature and print name of appropriate representative of the organization. Please date.