



**HOCKADAY**  
MUSEUM OF ART

302 Second Avenue East  
Kalispell, MT 59901  
Phone: 406-755-5268  
education@hockadaymuseum.com

## Art of the Railways: S.T.E.A.M. Trunk

# Art Trunk Reservation

*This trunk measures 14" high x 18" wide x 32" long and has recessed wheels.*

**The borrower agrees to be responsible for all contents of the trunk while on loan. Replacement of lost items and repair/replacement of damaged trunk or contents (other than normal wear and tear) while in the borrower's care will be charged to the borrower/borrower's school.**

Borrower: \_\_\_\_\_ School: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Cost: \_\_\_\_\_ Free use with a current Hockaday Museum of Art Education Membership.  
\_\_\_\_\_ \$25 borrower's fee paid by Non-member school/group.

*Education Trunks may be borrowed for up to two weeks.*

Requested Dates: \_\_\_\_\_ to \_\_\_\_\_

|                                      |                    |
|--------------------------------------|--------------------|
| Confirmed Loan Dates: _____ to _____ | HMA initial & date |
|--------------------------------------|--------------------|

Person who picked up trunk: \_\_\_\_\_ Date: \_\_\_\_\_

### INSTRUCTIONS FOR BORROWER:

To protect and aid in the longevity of trunk contents please **use clean** cotton or nitrile **gloves** included in trunk **when unpacking** and **handling original art or historic items**.

**Complete the trunk inventory** enclosed with trunk guide both when you receive it and when you repack it to ensure that all the contents are intact and that you are not charged for damages that may have occurred prior to your use of the trunk. Let the Museum Education Department know immediately if any items are missing.

Date Returned: \_\_\_\_\_ Person who returned trunk: \_\_\_\_\_

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| FOR HOCKADAY USE – Date inspected _____ Contents Inspected by _____<br>Return Condition |
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