

**Contract for Borrowing the Wood County
*Silent Witness Project***

I _____, of _____
(Printed name) (Printed name of agency/organization/program)

agree to abide by the following conditions while borrowing the *Silent Witness Project* from the Women’s Center of BGSU on _____.
(Date)

_____ 1. It is understood that at least one person from our agency/organization/dept. will remain with the *Silent Witness* display at **all** times. This is to safeguard the display and ensure someone of authority is available to assist with any potential problems.

_____ 2. It is understood that at least one person from our agency/organization/dept. will assist with the setting up and taking down of the *Silent Witness* display.

_____ 3. It is understood that each *Silent Witness* figure will be covered by their moving bags when transported or stored.

_____ 4. It is understood that to provide an outdoor display of the *Silent Witness Project* proper weather conditions must apply. (Temperature must be above 50 degrees, winds must be below 20mph, and rains cannot be more than a light sprinkle.)

_____ 5. It is understood that any staff person or volunteer at the display will have received and read the *Silent Witness Project* Information Packet. Volunteers can read this packet to get acquainted with the history and goals of the display and to be able to answer questions by viewers of the display. All volunteers will freely pass out materials to viewers of the display and make themselves approachable for questions.

_____ 6. It is understood that if media arrives at a display that the following information is obtained: name of media source (BG New, Sentinel, etc.), name of individual, and date of expected publication. It is also understood that the following information is given to the reporter/photographer: The *Silent Witness Project* brochure, and the Silent Witness Coordinator’s name and phone number. All information regarding media sources should be shared with the Silent Witness Coordinator as soon as possible.

_____ 7. It is understood that prior to any publication of flyers/posters/public service announcement, etc., the Silent Witness Coordinator will review all material. All materials will include the phrase “The Wood County *Silent Witness Project* is housed and maintained by *The Transformation Project* of the Women’s Center of Bowling Green State University.”

The following arrangements have been made for picking up and returning the Silent Witness display

(Borrower’s Signature) (Date)

(Silent Witness Coordinator Signature) (Date)