

# Consulate - General of Japan

## Educational Materials Request Form

**Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

\_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Purpose(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program Outline & Location:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Loan Period :**

\_\_\_\_\_



# Borrower's Agreement

I request the loan of the educational materials listed on the previous sheet.

I understand and agree to comply with the following conditions.

1. Materials may only be used for the public relations activities approved by the Japanese Government such as school programs, cultural events, and other occasions that will not accumulate any form of profit.
2. The above organization must submit an event/ activity report outlining the use of the loaned materials within 2 weeks of the completion of the event/ activity.
3. Materials must be returned in the same condition as when loaned out, or the above organization will assume full responsibility for any loss or damage.
4. All shipping and maintenance expenses are the responsibility of the above organization.
5. The maximum loan period is one month. The above organization may renew the loan after the current loan period expires.

**Signature:** \_\_\_\_\_