** The Japan Foundation, Cairo**

**Application for Borrowing Cultural Materials**

\*\*Please read the policies below and fill out the form Date of application: 　 / 　 / 202

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| --- | --- |
| Event Name |  |
| Organization Name |  |
| Applicant Name |  |
| Contact Information  \*Both information should be provided. | Email:  Telephone number: |
| Borrowing Day | (From) Year: Month: Day: |
| (To) Year: Month: Day: |
| Event Description | Date:  Place: |
| (Details) |
| Materials to borrow |  |
| Special Needs |  |
| POLICIES |  |
| 1. The materials must be returned to the condition it was provided to the borrower. | |
| 2. Applications from individuals are not accepted. | |
| 3. Borrower has to come to the Japan Foundation, Cairo, to pick up the materials | |
| 4. Materials should not be lent to or borrowed for a third party. | |
| 5. In case of losing or damaging any of the borrowed materials, the Japan Foundation retains the right to ask for a suitable compensation in return | |
| 6. Application must be received by the Japan Foundation, Cairo at least 2 weeks prior to the proposed first date of use | |