

Artwork Loan Agreement

This form and digital images of artwork must be submitted by the SRJC department contact to Finance and Administrative Services via email (Megan Lowry; mlowry@santarosa.edu) at least (3) three weeks in advance of the delivery date. Digital images must clearly show the Artwork's condition and be labeled with the Lender's name and the title of the artwork.

Santa Rosa Junior College ("District") shall insure the Artwork(s) while in the District's care, custody, and control. The District assumes no liability while the Artwork is in transit. The Lender shall provide the District with an itemized schedule on page 2 describing the Artwork(s) and indicating their declared value. In the event of a loss, it will be the Lender's responsibility to establish, to the satisfaction of the District's Fine Arts Insurance underwriter, that the declared value of the Artwork(s) is the fair market value of the Artwork(s). This can be done with appraisals, with documentation that provides proof of sale of similar items, and in other ways acceptable to the underwriter. **At no point will reimbursement for loss or damaged artwork(s) exceed \$1,000.**

The District will make every attempt to preserve, secure, and protect each piece of Artwork. The District will give loaned property left in its custody the same care provided to similar property of its own. It is understood that all property is subject to inherent deterioration for which neither party is responsible.

In consideration of Lender being allowed to participate in exhibiting this Artwork, the Lender hereby releases the District, its trustees, administrators, faculty, staff, volunteers, agents, and employees from any and all liabilities, damages, claims, suits, legal proceedings, actions, judgments, and costs including reasonable attorney's fees for all claims arising out of any loss or damage to the Artwork, nor changes/cancellation of this exhibit due to unforeseen circumstances. All parties agree to promptly notify the other in writing of any theft or damage to the Artwork.

Unless other arrangements are agreed to, the Lender is responsible for delivery to the designated location and ensuring that all Artwork is ready to display, with hanging apparatus or mounted and stabilized for pedestal or showcase display. All frames, armatures, and mounting arrangements must be securely constructed. Upon expiration of the loan period, loaned property will be released to the original Lender, his/her authorized agent or legal successor. Unless the District is notified in writing to the contrary, Lender is responsible for arranging pickup in a timely manner. If the District is unable to contact the Lender within sixty (60) days after the termination of the loan period and prior special arrangements have not been made for retrieval of the loaned property, the property will be placed in storage at the Lender's risk and expense for a period of three (3) months, after which the District may dispose of Artwork in District's sole discretion.

The Lender agrees the District may reproduce the artwork in District publications and publicity, including film; make slides or record for educational use; and permit the general public to photograph the work. The District does not sell artwork, nor is it a broker for the sale of artwork. The District will, however, provide Lender contact information to people interested in purchasing any artwork, at the behest of the Lender.

Lender Name _____

Telephone Number _____

Street Address _____

City, State, Zip _____

Your Website _____

Email Address _____

Exhibit Title _____

Exhibit Dates _____

Delivery Window (Date/Time) _____

Pickup Window (Date/Time) _____

Exhibition/Display Venue (e.g., Art Gallery, Frank P. Doyle Library): _____

SRJC Department Contact (Name/Email): _____

Do you wish to be contacted by people interested in purchasing your artwork? YES _____ NO _____

Do you own the copyright to the work? YES _____ IF NOT, WHO DOES? _____

ITEM NO.	ARTWORK TITLE	DATE	MEDIA	H"	W"	D"	CONDITION AT DELIVERY (Describe any damage or wear)	REAL VALUE*
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								

*If the Real Value is not stated, the Real Value will be determined based on the cost of supplies (e.g., frame, canvas) used in the creation of the Artwork.

(ADDITIONAL ARTWORKS CAN BE LISTED ON DUPLICATES OF THIS PAGE)

The Lender hereby agrees to loan Santa Rosa Junior College the Artwork(s) described herein for the purposes and subject to the terms and conditions set forth. The Lender acknowledges they have full authority and power to make this loan, and that the Lender has read the conditions above including that reimbursement for loss or damage of the Artwork will not exceed \$1,000.

LENDER SIGNATURE _____

DATE: ____ / ____ / ____

DISTRICT SIGNATURE: _____

DATE: ____ / ____ / ____