



Office of Risk Management
 4400 University Drive, MSN 6D6, Fairfax, VA 22030
 Phone: 703-993-2599

GEORGE MASON UNIVERSITY REQUEST FOR FINE ARTS INSURANCE FOR ITEMS ON LOAN

This form is designed to be used to request insurance coverage for fine arts on loan when an agreement already exists between George Mason University and the loaner of the art. If no agreement is in place please use the Fine Arts Loan Agreement provided on ORM's website, in lieu of this form, which includes an area to request insurance.

This request should be in the Office of Risk Management one (1) week prior to receiving the art. (Please email to risk@gmu.edu. Forms can also be sent via campus mail to MSN 6D6).

Accompanying this request should be a copy of any contract or agreement signed by the owner/lender in addition to a complete itemized list of items on loan/exhibition with the owner's or an appraised value of each item.

Date of Request:

Period of Insurance Required: From:

To:

(to include transport time if we are responsible for insuring during transit)

Date in Transit:

Leaving Owner:

Arriving Mason:

Leaving Mason:

Arriving Owner:

If being returned to anyone other than owner, provide name and address:

Date of Exhibition:

Location of Exhibition:

Contract/Agreement with list of items and their value attached

Yes

No

Requestors Name:

Title:

Department:

MSN:

E-mail:

Phone:

Fax:

Signature: _____

Date:

****Please remember that it is important to immediately check any loaned items upon arrival and just prior to returning the art. ****