

ART ON CAMPUS APPLICATION FOR NEW ART

Please complete each field of the application and return along with a completed plan of the intended space. Forward completed documents to Art Museum Collections Manager at heather.pigat@utoronto.ca or *fax to 416-971-2059*. For more than one space, please complete an Additional Room Application form and submit with a plan for each space.

BORROWING UNIT & BILLING INFORMATION

Department:
Phone:
Ext.
Address:
Email:
Department Contact:
Fax:
Title/Position:
Building Code:

CONTACT INFORMATION

Department/Unit Authority to Approve Expenses:
Phone: Ext.

Email:

UTORid of Department/Unit Authority:

UTORid of additional contacts:

Department Contact:

Property Manager:



SITE INFORMATION

Building Name: _____ Room Number: _____
Does your building currently have art on loan from the Art Museum?
Number of rooms art is requested for : _____
Describe function of room (i.e. hallway, lobby): _____
Is food and drink served in the space? _____

Please check all fields that are relevant to the space that is requesting Art from the Art Museum:

Security:

Locks: _____ If other, please specify: _____
Access: _____ If other, please specify: _____
Security Camera: _____

Room Specifications:

Room dimensions:
Length: _____ Width: _____ Height: _____
Wall Material: _____ If other, please specify: _____
Exterior walls: _____
Asbestos: _____
Windows: _____
If so, how many: _____ Do they open: _____
Directions windows face: _____
Window treatments: _____ If so, what kind: _____
HVAC Ducts: _____ AC Units: _____ Conduits: _____ Other: _____

Please attach a plan of the space. Clearly indicate placement of doors, windows, vents, etc and if they are locked/open. PDF maps of most buildings are available at <http://osm/utoronto.ca/osm/inv.html>.

ADDITIONAL INFORMATION:

SITE INFORMATION (fill out form below if requesting Art for more than one space)

Building Name:

Room Number:

Does your building currently have art on loan from the Art Museum?

Number of rooms art is requested for :

Describe function of room (i.e. hallway, lobby):

Is food and drink served in the space?

Please check all fields that are relevant to the space that is requesting Art from the Art Museum:

Security:

Locks:

If other, please specify:

Access:

If other, please specify:

Security Camera:

Room Specifications:

Room dimensions:

Length:

Width:

Height:

Wall Material:

If other, please specify:

Exterior walls:

Asbestos:

Windows:

If so, how many:

Do they open:

Directions windows face:

Window treatments:

If so, what kind:

HVAC Ducts:

AC Units:

Conduits:

Other:

Please attach a plan of the space. Clearly indicate placement of doors, windows, vents, etc and if they are locked/open. PDF maps of most buildings are available at <http://osm/utoronto.ca/osm/inv.html>.

ADDITIONAL INFORMATION:

APPLICANT AGREEMENT

By submitting this form you are confirming the following:

- a) The information I have provided is true and correct.
- b) The department will pay for all costs associated with the Art on Campus New Art Installation including deinstallation, transportation, asbestos drilling, framing, installation, identifying plaques, etc.
- c) The department will abide by the conditions outlined in the Loan Agreement that will be issued by the Art Museum.

Borrower Name (Please Print):

Borrower Signature:

Department/Title:

Date:

INTERNAL USE ONLY:

Date Received:

Application Complete:

Completed Application Acknowledgement Sent:

Incomplete Application Acknowledgement Sent:

Position on Waitlist:

Previous Borrower:

Name:

Onsite Inspection Scheduled:

Date of Scheduled Inspection:

UTORid access/time parameter dates:

Works Require Framing:

Asbestos:

Art Museum
University of Toronto
—
Justina M. Barnicke Gallery
University of Toronto Art Centre

Installation Issues/Comments:

Visit to Art Museum Scheduled: