

ART ON CAMPUS ART MOVE REQUEST

Please complete each field of the application and return completed documents to Art Museum Collections Manager at heather.pigat@utoronto.ca or *fax to 416971-2059*. In case of emergency (such as flood or fire) contact Collections Manager Heather Pigat at heather.pigat@utoronto.ca or *416-946-7090* immediately.

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:
1)
2)
Department Contact:
Property Manager:

SITE INFORMATION

Building Name: _____ Room Number: _____
Describe function of room (i.e. hallway, lobby): _____
Is food and drink served in the space? Yes No



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

Reason for move:

Renovations Staffing

Other (please specify):

This move is: Permanent Temporary

Date work needs to be moved by:

How many pieces in total?

Describe each piece (i.e. 3x7ft oil painting of red poppies) and where it is currently located (i.e. Dean's Office, rm 101, south wall):

1)

2)

3)

4)

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 de-installation, 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:

Installation Issues/Comments:

Visit to Art Museum Scheduled: