

NEW ART ON CAMPUS APPLICATION & ART MOVE REQUEST FORM

Before completing the Art on Campus application form, please ensure you have read and understand the Frequently Asked Questions on the [Access to Collections page](#) of the Art Museum's website.

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PART 1.A: APPLICATION FOR NEW ART

Please complete **Part 1.A** of the application and return with a completed floorplan of the intended space. For more than one space, please complete [Part 1.B](#) and submit with floorplan(s). Forward completed forms to artoncampus@utoronto.ca.

CONTACT INFORMATION

Department:

Phone: _____ Ext. _____

Address:

Email:

Department Contact:

Title/Position:

Building Code:

BORROWING UNIT & BILLING INFORMATION

Department Contact for Billing:

Title/Position:

Phone: Ext.

Email:

Department/Unit Authority to Approve Expenses:

UTORid of Department/Unit Authority:

UTORid of additional contacts:

Property Manager

SITE INFORMATION

Building Name: Room Number:

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

Number of rooms artwork is requested for:

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

Is food and drink served in the proposed space?

Please check all fields that are relevant to the proposed display location

Security:

Locks:

Access:

Security Camera:

Room Specifications

Length: Width: Height:

Wall Material:



If other, please specify:

Asbestos:

Exterior Walls:

Windows

If so, how many:

If so, what kind:

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 on the [University Planning, Design & Construction website](#).

ADDITIONAL INFORMATION



PART 1.B: ADDITIONAL ROOM APPLICATION

Fill out the form below if requesting artwork for more than one space. If not applicable, leave blank and proceed to complete [Part 3: Applicant Agreement](#).

SITE INFORMATION

Building Name:

Room Number:

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

Number of rooms artwork is requested for:

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

Is food and drink served in your proposed space?

Please check all fields that are relevant to proposed display location:

Security

Locks:

Access:

Security:

Security Camera:

Room Specifications

Room dimensions:

Length:

Width:

Height:

Wall Material:

Asbestos: Exterior Walls:

Windows

If so, how many:

Directions windows face:

Do they open:

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 on the [University Planning, Design & Construction website](#).

ADDITIONAL INFORMATION:



PART 2: ART MOVE REQUEST

You may wish to request to move artwork in your unit for the purposes of a loan swap, or simply to remove loaned art from your unit on a temporary or permanent basis. If requesting a move for a loan swap, please fill out **Part 2** after a site visit has been completed and artworks are selected.

Please note that your unit is responsible for costs associated with the deinstallation and transportation of artwork.

Please complete each field of the application and return completed documents to artoncampus@utoronto.ca.

Please check all fields relevant to the proposed display location:

Contact Information

Department:

Phone: Ext:

Address:

Email:

Department Contact:

Title/Position:

Building Code:

Borrowing Unit and Billing Information

Department Contact for Billing:

Title/Position:

Phone: _____ Ext. _____

Email:

Department/Unit Authority to Approve Expenses:

UTORid of Department/Unit Authority:

UTORid of additional contacts:

Property Manager:

Reason for move

Renovations:

Staffing:

Other (please specify):

This move is:

Permanent:

Temporary:

Works to move

How many artworks in total require moving?

Describe each artwork (e.g.: 3 x 7ft painting of red poppies) and where it is currently located (e.g.: Dean's Office, rm 101, south wall). If you have title or artist information, please provide it:

ADDITIONAL INFORMATION:



FUTURE LOCATION SITE INFORMATION

(If Reason for Move is Return to Art Museum, Permanent, leave blank.)

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?

Security:

Locks:

Access:

Security Camera:

Security:

Room Specifications:

Room dimensions:

Length:

Width:

Height:

Wall Material:

Exterior Wall:

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:



ADDITIONAL ROOM APPLICATION

(If Reason for Move is Return to Art Museum, Permanent, leave blank.)

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?

Security:

Locks:

Access:

Security Camera: Security:

Room Specifications:

Room dimensions:

Length:

Width:

Height:

Wall Material:

Exterior Wall:

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:



PART 3: APPLICANT AGREEMENT

By submitting this form you are confirming the following:

- a) I have read and understand the Frequently Asked Questions (on the [Access to Collections page](#) of the Art Museum's website.)
- b) The information I have provided is true and correct.
- c) 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.
- d) 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 Request Initiated:

AMUT Lead:

Countersigning Staff Name:

Signature:

