

OLD DOMINION 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 exists between Old Dominion University and the loaner or lender of the art. If no agreement is in place, please use the Fine Arts Loan Agreement on Office of Risk Management'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; this request can be emailed risk@odu.edu or faxed to 683-6025).

Accompanying this request should be a copy of any contact 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:

*** Include transport time if we are responsible for insuring during transit ***

Date in transit: Leaving Owner: Arriving ODU:

Leaving ODU: Arriving Owner:
Address of Lender:

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

Requestor Name: Title:

Department: Email:

Phone: Fax:

Signed: _____ Date: _____

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

