

# **Insurance Coverage for Art Exhibits on Campus**

If you are going to have an art exhibit on campus it is important that the correct information be provided to Risk Management so the art in the exhibit is covered by District insurance in case of any accidental loss or damage.

## **Third Party Gallery or Artist Exhibits**

If you are going to have any artwork on loan from an outside Gallery or Artist please give them the following documents to complete:

- Art Gallery Loan Form
- Art Addendum 1 RCCD
- Art Addendum 2

Risk Management needs a copy the completed Art Gallery Loan Form and Art Addendum 1 on file prior to the start date of the exhibit. If a District employee is involved in the transportation of any of the artwork, we will need these documents on file prior to the transport.

## **Student Exhibits**

If you are going to have a student exhibit, the following forms need to be completed and submitted to Risk Management prior to the exhibit date.

- Student Art Inventory Form: This form is required if you will be collecting, storing, and assessing the student art prior to the exhibit. Each piece of art collected needs to be entered on this form whether it is going in the exhibit or not.
- Student Exhibit Form: This form is required for the artwork that will be on display in the actual exhibit.