

UCSC Fine Art Insurance Request Form – Permanent Collection

Use this form to insure fine art under the university’s Fine Arts Insurance Policy – Permanent Collection. The Permanent Collection includes UC owned fine art AND fine art loaned to UCSC for more than six months. All fine art needs to be scheduled (prior to a loss) to be insured under the university’s Fine Arts Insurance Policy. Schedule fine art by returning this form to Risk Services. Submit this form by email to propertycasualty@ucsc.edu. Questions call 831-459-1458.

DEPARTMENT		
Department	Date of Request	
Department Contact	Email	Phone
ART OWNERSHIP <i>(check one)</i>		
<input type="checkbox"/> UC Owned Fine Art <input type="checkbox"/> Fine Art on Loan to UC for More Than Six Months		
UC OWNED FINE ART		
Artist		
Medium		
Title		
Description		
Location of Fine Art		
Current Market Value <i>(appraisals, photographs, invoices, etc. will all support the value of the fine art if a loss occurs)</i>		
FINE ART ON LOAN TO UC FOR MORE THAN SIX MONTHS		
Name of Lender		
Beginning Date of Loan <i>(include time in transit, if applicable)</i>	Ending Date of Loan <i>(include time in transit, if applicable)</i>	
Current Market Value <i>(appraisals, photographs, invoices, etc. will all support the value of the fine art if a loss occurs)</i>		
<i>For fine art on loan to UC, the completed and signed Fine Art Loan Agreement Form must also be on file and retained by the department receiving the loan. Attach a copy of the form with this submittal.</i>		
ROUTING		
Requestor	Date	Phone
SUBMIT TO: propertycasualty@ucsc.edu – keep sent email as proof of request QUESTIONS OR TO CONFIRM RECIEPT OF REQUEST: Call 831-459-1458		