



## FINE ART OUTGOING LOAN AGREEMENT FOR STAFF + FACULTY

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Colorado College and the Borrower agree to the loan of the following art object on the terms and conditions set forth below:

Object on Loan:

ID Number:

Artist:

Title:

Date:

Medium:

Borrower Name + CC ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Location of Object (Building/Room #):

Loan Period:

Borrowing Conditions:

- The artwork is the property of Colorado College.
- The artwork may not be removed from its frame, cleaned, or altered in any way from its original state.
- The Borrower must notify the FAC Curatorial Assistant if they move the artwork to a new location.
- Ensure to the best of your ability that the room is locked while not in use, and that people using the room do not touch the artwork.
- The Borrower will be notified when the loan period is expiring. The artwork must be returned at the end of the loan period stated above, unless the Borrower chooses to renew the loan.
- Colorado College reserves the right to recall the artwork at any time.
- If any damage should happen to the artwork (falls off wall, etc.) or if you have any questions or concerns regarding the loan, please contact the FAC Curatorial Assistant.

The signatures below indicate the conditions of this loan as stated above.

Lender: Colorado College

Date

\_\_\_\_\_

\_\_\_\_\_

Borrower

Date

\_\_\_\_\_

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