

PROPOSED ART EXHIBIT – INSURANCE FORM

PURPOSE: CMU provides property insurance coverage for art exhibit items loaned to the University for on campus display. The purpose of this form is to obtain necessary approval.

- ◆ Insurance coverage excludes items in transport to or from CMU
- ◆ CMU’s property insurance coverage carries a \$250,000 per occurrence deductible; Department is responsible for first \$1,000

INSTRUCTIONS: Complete **original form at least 7 business days prior to the start of the exhibit**. Secure approval of the Department Chairperson/Director. Forward the original to: Risk Management, Environmental Health & Safety, 1303A West Campus Drive, FAX: 989-774-1303, or Email: RISK@cmich.edu

Sponsored by:	
Person & Department Responsible for Exhibit:	
Signature of Chairperson/Director:	
Owner of Exhibit (Please Print Legibly):	
Owner’s Address:	
Date(s) of Exhibit:	Location of Exhibit:

Name of Item	Description*	Value
TOTAL EXHIBIT VALUE / INSURANCE COVERAGE		

*Please attach any additional descriptive information you feel necessary. The description should also indicate what form the art object takes.