

# Vogel Art Loan Form

Prince William Office of Administration (PWC Admin)

10900 University Blvd MSN 5B8

Manassas, Virginia 20110

703.993.1621 phone / 703.993.8360 fax

## 1. Borrower information

NAME \_\_\_\_\_

DEPART. \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## 2. Vogel Art information

DATE OF LOAN \_\_\_\_\_

CATALOGUE # \_\_\_\_\_

TITLE/INSCRIPTION/SIGNATURE \_\_\_\_\_

MEDIUM \_\_\_\_\_

DIMENSIONS H: \_\_\_\_\_ D: \_\_\_\_\_ W: \_\_\_\_\_ FRAMED  YES  NO

MAT  YES  NO  GLASS  YES  NO

DESCRIPTION \_\_\_\_\_

LOCATION OF ART Campus \_\_\_\_\_ Building \_\_\_\_\_

Room/Area \_\_\_\_\_

**Borrower accepts responsibility for the loan and/ care, custody and control/ of the above listed item for the period \_\_\_\_\_ to \_\_\_\_\_. The pick-up and return of the item to the Lender (PWC Admin) is the responsibility of the Borrower. The Borrower accepts the item with the understanding that the Borrower is responsible for framing the item without harming the work of art if not already framed. Once completed the frame becomes part of the item and will become the property of the Lender (PWC Admin) The Borrower will not clean, restore, or otherwise alter the item without the written consent of the Lender (PWC Admin). Except for normal wear and tear, the property must be returned in the same condition as when borrowed ( including frame). George Mason University maintains Property Insurance for all of Mason property in the event of theft, loss or damage. The Borrower is responsible for the value of the above listed item up to the \$1,000.00 deductible. Assessed Value is \_\_\_\_\_**

Signed: \_\_\_\_\_ DATE: \_\_\_\_\_

Borrower

ORG/Fund #: \_\_\_\_\_ Signature of Approving Official for ORG/Fund # \_\_\_\_\_

DATE: \_\_\_\_\_

### **For Office Use Only**

Form Received: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_

Vogel Art Returned : \_\_\_\_\_

Received by:

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_