



# Artwork Loan, Placement, and Liability Waiver For Exhibitions and Public Displays

Artist Name: \_\_\_\_\_

Appraised or Declared Value: \_\_\_\_\_

Address: \_\_\_\_\_

Exhibition Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Exhibition Location: Reedley College, McClarty Center for

Email: \_\_\_\_\_

Fine & Performing Arts Gallery

Artwork Title(s): \_\_\_\_\_

Art Arrival: \_\_\_\_\_

Medium: \_\_\_\_\_

Exhibition Dates: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Art Pick-up Date: \_\_\_\_\_

## 1. Purpose

This agreement authorizes Reedley College to receive, store, display, and install the artwork listed above for the duration of the exhibition.

## 2. Ownership and Rights

The artist affirms that they are the legal owner of the artwork and have full authority to loan it to Reedley College. The artist retains all ownership rights.

## 3. Delivery and Pickup

The artist is responsible for delivering the artwork to Reedley College by the date provided by the College representative. The artist is responsible for picking up the artwork by the designated pickup date. Artwork left beyond 30 days may be removed from storage or returned to the artist at their expense.

## 4. Condition of Artwork

Reedley College may complete a condition report at the time of drop off. Existing damage, wear, or structural issues will be noted before the artwork is accepted. The artist agrees to disclose any known fragility, instability, or special handling requirements.

## **5. Installation**

The College reserves the right to determine placement, installation method, and exhibition layout.

If the artist requires a specialized installation method, the artist must provide clear written instructions and all required hardware.

If the artist installs the work themselves, the College is not responsible for damage caused by the installation process.

## **6. Liability**

Reedley College will take reasonable care when handling, storing, and installing the artwork.

The artist understands that the College is not responsible for loss or damage caused by:

- preexisting weaknesses in structure or materials
- hanging hardware provided by the artist that fails
- environmental conditions typical of school facilities
- acts of vandalism or theft in publicly accessible areas
- damage that occurs when the artist installs or removes their own work
- failure to follow the installation instructions provided by the artist

## **7. Hazardous Materials and Safety**

The artist confirms that the artwork does not contain hazardous chemicals, sharp exposed components, biohazards, open flames, or electrical elements that pose risk to students or staff unless previously disclosed and approved in writing.

## **8. Photography and Promotion**

The artist grants Reedley College permission to photograph, film, or reproduce images of the artwork for marketing, educational use, social media, and documentation. The artist will be credited when reasonably possible.

## **9. Reproduction for Records**

The College may retain digital images of the artwork for internal records, exhibition documentation, or educational reference.

## **10. Indemnification**

The artist agrees to hold Reedley College, its employees, volunteers, and representatives harmless from claims related to the artwork except where negligence by the College is proven.

## **11. Agreement**

By signing below, both parties agree to the terms listed above.

**Artist Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reedley College:**

**Administrator Name:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_