

FINE ARTS INSURANCE APPLICATION

For Museum Collections and Temporary Loans

System Member: _____

Department Name: _____

Department Contact: _____ Phone #: _____

Title: _____ Email: _____

Mailing Address: _____

Requested Effective Dates: _____ TO _____
(If applicable)

FACILITIES INFORMATION

Are you A. A. M. accredited? ☐ Yes ☐ No

If not, please elaborate on staff training for packing and shipping:

Type of Building Construction: ☐ Brick ☐ Frame
☐ Fire Resistant ☐ Other _____

Date Built: _____ Date Remodeled: _____

Was the building designed for a museum? ☐ Yes ☐ No

If not, please indicate original purpose: _____

Please note: A safety and security inspection may be required by the Insurance Company

FIRE PROTECTION INFORMATION

Is the Building: ☐ Fire Proof (non-combustible construction materials)
☐ Fire resistant
☐ Treated with Fire Retardants

Is the building protected by a central station fire/smoke alarm system? ☐ Yes ☐ No

If yes, please describe: _____

Is the alarm system connected to the local fire department? ☐ Yes ☐ No

Does the building have an approved sprinkler system? ☐ Yes ☐ No

Are there any other approved fire suppression systems in place? ☐ Yes ☐ No

If yes, please describe: _____



The Texas A&M University System

System Risk Management

301 Tarrow St., 5th Floor • College Station, Texas 77840-7896

Phone 979.458.6330 • Fax 979.458.6247 • Campus Mailstop 1262 •

Email: rms-insurance@tamus.edu

FINE ARTS INSURANCE APPLICATION
For Museum Collections and Temporary Loans

SECURITY INFORMATION

Is your premises protected by a central station burglar alarm? ☐ Yes ☐ No

Please describe your system: _____

Number of guards: _____ When open: _____ When closed: _____

PERMANENT COLLECTION INFORMATION

The collection's approximate value including long term loans is: _____

The amount of insurance coverage requested is: _____

Is your inventory up to date: ☐ Yes ☐ No

Collection consists of (% of total):

Oil on canvas: _____ %

Watercolors: _____ %

Photographs: _____ %

Drawing & works on paper: _____ %

Prints: _____ %

Other: _____ %

Ceramics/Pottery: _____ %
Fragile _____ %
Non-Fragile _____ %

Sculpture

Indoor Outdoor

_____ %	_____ %
_____ %	_____ %

TEMPORARY LOANS INFORMATION

Premises limit: _____ International limit: _____

Transit limit: _____ Any other location US & Canada limit: _____

Describe any unique or special requirements: _____

Please attach an estimated exhibition schedule for the upcoming year

REQUESTED INSURANCE COVERAGE

Combined permanent collection & temporary loans premises limit: _____

Other Location Limit: _____ Transit Limit: _____

International Transportation & Exhibition Limit: _____

Deductible Amount: ☐ \$500 ☐ \$1,000 ☐ \$2,500 ☐ \$5,000 ☐ Other: _____
Applies only to owned objects

LOSS INFORMATION SECTION

Briefly describe all losses within the last five (5) years, whether insured or not. Include dates of loss if available.

Completed By _____

Date _____



The Texas A&M University System

System Risk Management

301 Tarrow St., 5th Floor • College Station, Texas 77840-7896

Phone 979.458.6330 • Fax 979.458.6247 • Campus Mailstop 1262 •

Email: rms-insurance@tamus.edu