

Schedule of property loaned to or exhibited by West Valley-Mission Community College District.
This is to acknowledge the following property is on loan to or to be exhibited by West Valley- Mission Community College District.

Please type in the following information, and **print twice as many as artworks submitted**. Sign both and attach one loosely to each artwork submitted; this form is required for acceptance. One will be your receipt after delivering your artwork. **There is a limit of ONE artwork per student for this exhibition.**

PERIOD OF LOAN/EXHIBIT From _____ Through _____
to the West Valley College Campus Center Art Gallery.

CHECK ONE: Student Employee Other _____ (specify)

I understand and agree that, if the above described item is accepted for loan/exhibit, I will not hold the West Valley-Mission Community College District or any member of its staff liable for loss or damage. I have reviewed the area where the item(s) will be used/exhibited and am aware of the District's security procedures. I have also read and understand the **CONDITIONS AND TERMS OF LOAN AGREEMENT** (on page 2 of this loan agreement).

Property of employees or students must be used in conjunction with their duties or course of study and such use must have been approved by an authorized District representative.

Artwork must be picked up at the scheduled dates and times. You may not remove your artwork before the scheduled pick up date. Artwork not picked up within two weeks after the pick up date will be discarded.

NOTICE:

*2-Dimensional works must be **matted with rigid backing or framed and** able to be hung by cables with either **two "D"-hooks &/or braided heavy picture wire** close to (more than 2" from) the top of the back of the work. Filament or single-strand or coated wire will not be accepted. Paintings must be on stretcher bars. No work may exceed 3 feet by 4 feet. For further guidelines, see page 2.

*Sculptural and 3-d works must be self-supporting and structurally sound. They must be able to be displayed on a pedestal or floor without danger of tipping or falling. We cannot suspend 3-d works from walls. Works with multiple pieces must be adhered securely (so they will not tip or fall in case of minor earthquake or by patrons walking by).

Work not fitting these criteria will not be accepted.

SIGNATURE OF ARTIST _____ **DATE** _____

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