



OAS | AMA

INTER-OFFICE ART LOAN CONTRACT

Please fill out and submit this form to AMA | Art Museum of the Americas by emailing it to: aospinaj@oas.org. Please contact Adriana Ospina (x3362) with any questions.

>ELIGIBILITY

By checking this box, I acknowledge that I have read and comply with the Inter-Office Art Loan regulations (museum.oas.org/art-loan.html) and that I am eligible to receive artwork through the program.

☐ I am eligible

>PERSONAL INFORMATION

NAME (LAST, FIRST):

POSITION | TITLE:

EMPLOYEE #:

PHONE EXTENTION:

EMAIL:

OFFICE BUILDING: ☐ADM

☐GSB

☐MNB

☐SG RESIDENCE

☐CASITA

OFFICE NUMBER:

>OBJECT NUMBERS

Please list the Accenssion Numbers here:

>CONDITIONS

I hereby agree that all the above information is accurate. I also understand that not all requests can be granted but that the museum staff will work with me to find the best appropriate artwork for me.

I further agree not to touch, move, or remove from my office the artwork loaned to me from the OAS permanent collection. Only museum staff are approved and insured to touch or move a piece of art from the permanent collection.

Museum staff will make periodic reviews of the condition of the object and may recall the work for exhibitions. A replacement work can be provided in the event the artwork is recalled.

All objects should be protected from direct sunlight and extreme humidity. Objects should also be protected and set aside from office equipment, furniture, and plants.

The loan recipient shall immediately notify museum staff if the object becomes damaged or deteriorates in any way or if the recipient is assigned a new office.

The loan recipient must also return all artworks prior to separation of services from the OAS.

Objects are to be returned in the condition they are received. The condition of the object is satisfactory, unless noted here:

LOAN RECIPIENT SIGNATURE

Signature

Date / /

Printed Name

AUTHORIZED BY

Pablo Zúñiga
AMA | Art Museum of the Americas
Organization of American States

Date / /