

# Facility Report for Borrowing Organizations

Form Revision April 2014

The following report must be completed and approved to be eligible to participate in Arkansas Arts Center's State Services Traveling Exhibitions.

## **A. Borrowing Organization**

Name of Organization:

Address:

Contact Person:

Telephone:

Fax:

E-mail:

## **B. Exhibition Space**

Name of building/gallery:

Address:

Telephone:

Hours of Operation:

Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday			

Monthly attendance:

After hours or emergency contact:

Describe the area where the borrowed art objects will be displayed. Please attach a floor plan if available. Digital photos of the exhibition space can be submitted to [kmelton@arkansasartscenter.org](mailto:kmelton@arkansasartscenter.org) or sent on a CD.

Is the space used for multiple purposes, such as a lobby, lounge, hallway, library, café/snack bar, classroom, etc. or is this a dedicated exhibition space? If so, please describe.

Describe the public entryways and emergency exits of the space.

Describe the storage and packaging areas which will be used before, during and after display.

### **C. STAFF**

1. Name and title of persons responsible for receiving, unpacking, installing, handling and repacking art objects:
  
2. Qualifications and experience of persons responsible for above duties:

### **D. BUILDING SPECIFICATIONS**

1. What kind of relative humidity and temperature controls are in the display area? Are they in operation 24 hours a day, 7 days a week?
  
2. What are the averages of relative humidity and temperature maintained through a 24 hour period?
  
3. How will the art objects be protected while on display? Do you have security guards, video monitors, volunteers, students? How will people be prevented from touching the art?
  
4. What is your system for fire detection?
  
5. What is your fire extinguisher system?

6. What type of lighting do you use for the art objects in your display area? Please describe as specifically as possible.
  
7. Is light filtered for ultraviolet, if yes, how?
  
8. Does sunlight get into any part of the display area? If yes, please describe windows and how much light and for how long.
  
9. Will there be renovations being made in or near the display area during the display of the borrowed art work? What kind and where in relation to the art objects?
  
10. Are eating and drinking permitted in the display area, storage or preparation area of the art objects?
  
11. Do you make routine inspections for rodent, insect and micro-organism problems? Please describe inspection and pest management routines.

**E. INSURANCE**

1. Who is your insurance company?
  
2. Please indicate the type of fine arts coverage your institution carries.

Please submit this report to Jessica Wright at the Arkansas Arts Center for review.

**Mail:**

State Services Department  
Arkansas Arts Center  
P.O. Box 2137  
Little Rock, AR 72203

**Fax:**

(501) 375-8053

**Email:**

[jwright@arkansasartscenter.org](mailto:jwright@arkansasartscenter.org)

Please email or call (501) 396-0350 with any questions.