WRITTEN PERMISSION REQUEST FORM FOR COPYING WORKS OF ART



NAME:		DATE:	
	(PLEASE TYPE OR PRINT NAME)		

ART WORK TO BE COPIED	RESTRICTIONS
ARTIST'S NAME: ART WORK'S TITLE:	Permission is only given if the art work belongs to the Nelson-Atkins Museum. Nothing on Loan will be allowed to be copied. Copies are to be 2 inches smaller or larger than original art work. Copier's total canvas
	size no larger than 24 inches by 36 inches.
MEDIUM TO BE USED	RESTRICTIONS
() PENCIL/CHARCOAL () OIL PAINT () ACRYLIC () PASTELS () INK	The following items will not be allowed into the Museum: Rulers, razor blades, knives of any kind, back packs, bags, or packages larger than 12" x 16", tool boxes, large portfolios or folders, umbrellas.
SPECIAL EQUIPMENT	RESTRICTIONS
() EASEL () OTHER:	Depending on the area the copyist will need to work in. Safety is a big concern. Special lighting will not be allowed.
	to work in. Safety is a big concern.
OTHER: DATES & TIMES STARTING DATE: MONTH/DAY/YEAR	to work in. Safety is a big concern. Special lighting will not be allowed.
OTHER: DATES & TIMES STARTING DATE:	to work in. Safety is a big concern. Special lighting will not be allowed. RESTRICTIONS Depending on Museum Tours and Special Exhibitions permission may or may not be given for date and time you've requested.
OTHER: DATES & TIMES STARTING DATE: MONTH/DAY/YEAR	Special lighting will not be allowed. RESTRICTIONS Depending on Museum Tours and Special Exhibitions permission may or may not be given for date and time you've requested. Copying days are Tuesday, Wednesday, Thursday, and Friday, from 10:00 a.m. to
OTHER: DATES & TIMES STARTING DATE: MONTH/DAY/YEAR STARTING TIME:()a.m./()p.m.	to work in. Safety is a big concern. Special lighting will not be allowed. RESTRICTIONS Depending on Museum Tours and Special Exhibitions permission may or may not be given for date and time you've requested. Copying days are Tuesday, Wednesday,
DATES & TIMES STARTING DATE: MONTH/DAY/YEAR STARTING TIME: ENDING TIME: ()a.m./()p.m.	Special lighting will not be allowed. RESTRICTIONS Depending on Museum Tours and Special Exhibitions permission may or may not be given for date and time you've requested. Copying days are Tuesday, Wednesday, Thursday, and Friday, from 10:00 a.m. to

ART COPY PERMIT

Any person copying works of art of the Nelson-Atkins Museum of Art is liable for damages to property or other persons caused by his/her own negligence or intentional act. Any copyist on the premises assumes the risk of personal injury or damage to property caused by or resulting from his/her presence or engagement in said activities.					
I, have read and agree to the policies above. I understand that (Please Print Your Name) any failure to follow these policies, and guidelines is the basis for termination of copying privileges.					
COPYIST'S	SIGNATURE	TODAY'S DATE			
		/ STATE / ZIP CODE			
PHONE N					
OFFICE USE ONLY: The above said person(P)	RINT NAME)	has been given permission to co	ру:		
Title of Art Work:					
Artist's Name:					
Location of Art Work:		F	loor		
		Gallery Numb	er(s)		
Medium Being Used:					
Equipment Being Used:) a.m.		
Date(s) & Time(s) allowed to copy:_					
PERMISSION GIVEN BY:	(PRINT NAME)	DATE:			
	(SIGNATURE)				
NOTE: This permission slip will b NORTH DOOR PERSONNEL. PERSONNEL upon completion ea	You are to turn	this slip over to the NORTH			
NORTH DOOR PERSONNEL SI	GNATURE:	Date:			
		Date:			
		Date:			
		Date:			
SECURITY MANAGER'S SIGNATURE:		Date:			

INSTRUCTIONS FOR ARTISTS WANTING TO COPY A WORK OF ART

- 1. Obtain a Written Permission Request Form from the Security Department in advance. Note: Written Permission will be given in most cases automatically for pencil drawing. Written Permission involving other mediums, such as paint (oil or acrylic), and ink will be given with the approval from a Curator, Registrar, and Security Department. Please specify medium to be used when requesting permission.
- 2. Copying days are Tuesday, Wednesday, Thursday, and Friday from 10:00 a.m. to 3:30 p.m.
- 3. Print the information requested on the permit form, and return completed form to the Security Department, via North Door Personnel or c/o Nelson-Atkins Museum of Art / Security Department / 4525 Oak Street / Kansas City, Missouri / 64111-1873. If the permit can not be instantly approved, due to the request, a letter will be sent to you, either containing an approved Written Permission Request Form or a reason the request was rejected.
- 4. Return the approved form to the North Door Personnel and you will be introduced to the Security Supervisor on duty. The Security Supervisor will review the weekly schedule with you and arrange the time of copy with the Security Personnel for that selected gallery.
- 5. The copyist is to obtain the <u>completed</u> Written Permission Request Form and check in with the Security Supervisor at the North Door Entrance each time the copyist returns to work on their art work.
- 6. Copies of original works of art in The Nelson-Atkins Museum of Art must be a minimum of (2) inches larger or smaller than original art work. Limited to the copier's total canvas size of no larger that (24) inches by (32) inches.
- 7. The copyist will not be permitted to touch the Museum's works of art, nor have art equipment within (3) feet of the original work of art.
- 8. The copyist will not move any Museum art works, objects, or furniture.
- 9. The copyist will review and follow the Nelson-Atkins Museum's guidelines and rules. Your completed Written Permission Request Form will state what art materials you are allowed to bring in.
- 10. The copyist will review and follow the Nelson-Atkins Museum's guidelines and rules. Your completed Written Permission Request Form will state what art materials you are allowed to bring in.
- 11. The copyist is to furnish all equipment allowed, and needed for the project. If working in medium such as paint; you will be required to have a (4) by (4) foot plastic drop cloth which is to be placed on the floor beneath work area.
- 12. The copyist is to remove all equipment form the building by 3:30 p.m. each day.