



**City Council Policy: CP022 - Insurance Coverage for City Property and Art Exhibits**

**Effective Date: February 21, 1995**

**Amends:**

**Approved By: City Council**

**I. SCOPE**

**II. PURPOSE**

**A.** To establish requirements and procedures for insurance coverage for all city property and visiting art exhibits.

**III. RESPONSIBILITY**

**A.** City Clerk

**IV. DEFINITIONS**

**V. POLICY**

**A.** All city property over \$1,000 in value shall be properly insured. All artwork exhibited on city property shall be properly insured for the period of time it is exhibited.

**VI. PROCEDURES**

**A.** City Property - Items considered fixed assets will be reported by the City Clerk to the City's insurance carrier as soon as possible after purchased or disposal. For purchases, the City Clerk shall indicate the date of purchase, description of item, model and serial numbers and value of item.

**B.** City Vehicles - Vehicles will be reported by the City Clerk to the City's insurance carrier as soon as possible after purchased. The City Clerk shall indicate the date of purchase, year and make of vehicle, VIN number, cost of new vehicle.

**C.** Visiting Art Exhibits - Prior to an exhibit, the City Clerk will obtain a detailed list of the artwork to be displayed including:

1. name of the art piece;
2. the name, address and phone number of the art owner;
3. the approximate monetary value of the art

**D.** The City Clerk will send the information to the City's insurance carrier, requesting short-term coverage. The exhibitor will be required to sign a waiver prior to exhibiting the art. When the art exhibit is removed from city property, the City Clerk will notify the City's insurance carrier who will remove the items from city coverage.