Department of Art and Art History

Installation Request

This form is required to reserve exhibition space. Fill it out and then provide a detailed description of your project on the back. Failure to comply with this agreement may result in a grade of incomplete.

Mark the space you are reserving:

- Gallery Now___
- Alcove (indicate 1-6)___
- Glass Case Lt___
- Interior, Art Dept ___
- Glass Case Rt___
- Other on Campus___

Dates Reserved:____________________________

Spaces can be checked out for a maximum of seven days. You are expected to install, critique, de-install and restore the space during your sign out time.

Student Agreement:

By initialing each line you are agreeing to the Art Department’s sign out rules. Failure to follow sign out rules exactly may result in an incomplete grade or prohibit you from signing out space in the future. Initials here: __________________________

My project has been approved by ____________

I agree to return the project space to excellent condition

I will not abandon any part of my project anywhere on campus.

I agree to cover costs and repair any damage resulting from my project ______

My project (circle one) does or does not involve toxic materials, specialized equipment or campus safety concerns.

If it does, please describe__________________________________________________________.

Signed__________________________________ Date________

Tech____________________________________ Date_______

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Artist’s
Name______________________________
Email______________________________
Contact Phone_____________________

Things you’ll need to do:

*Get permission from the faculty member who will critique the installation and a tech.

*Fill out this form including the project description on the back side.

*Take it to tech offices to sign up on the installation calendar and get approval signature.

Install Rules:

1. The critiquing faculty member and a tech must approve every installation project.

2. Installation, de-installation and cleanup are the sole responsibility of the artist. If you don’t know how to set up or take down your project safely and without damage to the building check with a tech before you start.

3. No installations in the bathrooms or offices.

4. Seven days maximum check out, including de-installation.

5. The name and contact number of the artist must accompany all projects.