

TEMPORARY INSTALLATIONS

Temporary installations include, but are not limited to, sculptures, 3-D art, murals, gallery displays, and live performances, and may not permanently alter the existing space in any way. Each space requested for a temporary installation will be looked at individually to determine its appropriateness.

Students must identify the requested space and complete the temporary installation application. It is recommended that the application be completed, and all signatures be obtained a minimum of two weeks before the installation begins. Additional signatures may be requested as deemed appropriate. No installations may be erected without first obtaining final approval of the application.

Each representative signing the application will address matters of appropriateness in terms of long-term multiple users, technical application, physical impact, safety and security, aesthetics, installation material needs, and life safety/fire code issues. In addition, signatories may make recommendations regarding the execution of the installation.

To secure approval, the application must have all required signatures in the order they appear on the form. Once all signatures are obtained, the Office of Student Leadership and Involvement will retain a copy of the completed form on file. A copy will be sent to each department/representative signing the form, and the original will be returned to the student or group requesting it. Any installations without documented approval will be removed at the expense of the responsible student/group. Furthermore, installations that have the necessary approval but fail to follow the design specified on the application will also be removed at the expense of the responsible student/group.

Guidelines That Must Be Followed:

- Secured spaces (i.e., network closets, mechanical rooms, custodial closets, etc.) will not be approved for safety and security reasons.
- College Regulations must be adhered to for the duration of the installation.
- No installations will be approved for a period within reading, exam periods, or summer months.
- Students are responsible for removing the installation by the date indicated on the application.
- Students who do not follow the application process will forfeit the privilege to apply for another installation anywhere on campus for the remainder of the academic year.
- All installations must be without cost to Oberlin College in terms of maintenance, materials, labor, placement, satisfactory clean-up and security.
- Safety will be a primary consideration in the approval process. Oberlin College will not assume responsibility for injury to the maker(s) or the public, or property damage.
- It is necessary to reserve space for departmental and College functions in certain areas of the campus and on particular dates during the academic year. Approval for installations, which may conflict with reserved areas and dates, will be denied.
- Installations as part of an academic project also require a permit
- Installations have a time limit of one week.

Oberlin College
Temporary Installation Application

The following information must be completed before obtaining any signatures-

Application Information

Name of Applicant: _____ Today's Date: _____

E-Mail Address: _____ Cell Phone: _____

T#: _____

List of Participants (attach additional sheet, if necessary):

Name	Email Address	Cell Phone
_____	_____	_____

Installation and Safety Information

Project Title: _____

Proposed Location: _____

Alternate Location: _____

Start Date: _____ Removal Date: _____
(one-week limit)

Type of Installation: ___ Mural ___ Canvas ___ Gallery Display ___ Performance ___ Sculpture

Other: _____

Proposed materials to be used:

What is the purpose of the proposed installation?

If the installation falls down or apart, how far will it travel? Where will it land?

List the utilities needed for the installation (electric, water, gas, etc.). The person responsible for the installation must submit a work order to facilities operations for any utilities and provide a FOAP for payment. What will happen to the installation if the electricity, water, gas, etc. is shut off?

Describe the installation content, colors, etc.

ATTACH A DETAILED COPY OF THE DESIGN TO THIS FORM

Project Funding

Estimated Cost of Temporary Installation

Item	Cost	Item	Cost
_____	_____	_____	_____
_____	_____	_____	_____

How will the costs of the project be funded?

Approvals

Hall Council Approval (Residence Hall ONLY)

o Approved: Date _____ Signature _____

o Not Approved: Reason _____

Date _____ Signature _____

Building Representative (includes outdoor areas) Approval:

o Approved: Date _____ Signature _____

o Not Approved: Reason _____

Date _____ Signature _____

Campus Safety:

o Approved: Date _____ Signature _____

o Not Approved: Reason _____

Date _____ Signature _____

Facilities Operations:

o Approved: Date _____ Signature _____

o Not Approved: Reason _____

Date _____ Signature _____

As the applicant, I understand that all temporary installations must be without cost to Oberlin College, in terms of maintenance, materials, labor, placement, satisfactory clean-up, and security. I understand that I will be held responsible for the cost of removal, damages, etc., with respect to this project. Safety and security will be a primary consideration in the approval process, and the Department and College do not assume responsibility for injury to the project participants or the public or for property damage. I understand that it is necessary to reserve space for the installation and that installations that conflict with reserved areas and dates will be denied. I understand that if any part of the construction and or final form does not substantially agree with the initial proposal and drawings, the installation will be removed immediately

Applicant Name: _____

Applicant Signature: _____ Date: _____