

Oberlin College Temporary Art Installation Policy

In cooperation with the Art Department, Facilities Operations, Residential Education, and Safety and Security, this policy has been established to provide general guidelines for students requesting the use of space for the purpose of temporary art installations. Temporary art installations include, but are not limited to, sculptures, 3-D art, murals, gallery displays, live performances, and may not permanently alter the existing space in any way. Each space requested for use of a temporary art installation will be looked at individually to determine its appropriateness.

Students must identify the requested space and complete the Temporary Art Installation Application. This form can be obtained in Facilities Operations. It is recommended that the application be completed and all signatures be obtained a minimum of two weeks prior to the installation beginning. Additional signatures may be requested as deemed appropriate.

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 for a temporary art installation, the Application must have all required signatures in the order they appear on the form. Once all signatures are obtained, Facilities Operations 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 given back to the requesting student or group. Any installations that do not have 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. Students seeking approval for temporary art installations in residence halls and/or dining halls must follow the general guidelines outlined below.

- Secured spaces (i.e., network closets, mechanical rooms, custodial closets, etc.) will not be approved for safety and security reasons.
- Installations that entail the use of flammable items or materials prohibited by Housing and Dining Regulations will not be approved.
- All Housing and Dining Regulations must be adhered to for the duration of the installation.
- No installations will be approved for a period that falls within reading or exam periods.
- 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 in any residence hall and/or dining hall 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.

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.

**Oberlin College
Temporary Art Installation Application**

The following information must be completed prior to obtaining any signatures. The application must be completed in ink.

Application Information

Name of Applicant: _____ Date: _____

Local Address: _____ Phone #: _____

E-Mail Address: _____ T#: _____

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

Name	Address	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Installation and Safety Information

Project Title: _____

Proposed Location: _____

Alternate Location: _____

Start Date: _____ Removal Date: _____

Type of Installation: Mural Canvas Gallery Display Performance Sculpture

Other: _____

Materials proposed to be used:

Project Design

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 that are needed for the installation (electric, water, gas, etc.). 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 Art Installation

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

How will the costs of the project be funded?

Statement of Responsibility

As the applicant, I understand that all temporary art 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 College cannot 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. An extension can be requested no earlier than 2 weeks prior to the removal deadline and no later than 1 week prior to the removal deadline by completing the Temporary Art Installation Removal Deadline Extension Application. 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 Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Approvals

Hall Council Approval (Residence Hall ONLY)

Approved: Date _____ Signature _____

Not Approved: Reason _____

 Date _____ Signature _____

Building Representative Approval:

Approved: Date _____ Signature _____

Funding Provided for Project: _____

Not Approved: Reason _____

 Date _____ Signature _____

Security:

Approved: Date _____ Signature _____

Funding Provided for Project: _____

Not Approved: Reason _____

 Date _____ Signature _____

Facilities Operations:

Approved: Date _____ Signature _____

Removal Deadline _____

Not Approved: Reason _____

 Date _____ Signature _____

**Oberlin College
Temporary Art Installation
Deadline Extension Application**

This form must be completed no earlier than 2 weeks prior to the removal deadline for an installation and no later than 1 week prior to the removal deadline for an installation. This form must be approved by all signatories of original application and returned to Facilities Operations.

Application Information

Name of Applicant: _____ Date: _____

Local Address: _____ Phone #: _____

E-Mail Address: _____ T#: _____

Project Title: _____

Original Removal Deadline: _____ New Removal Deadline: _____

Reason for extension request:

As the applicant, I understand that all temporary installations must be without cost to the 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 cannot 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. An extension can be requested no earlier than 2 weeks prior to the removal deadline and no later than 1 week prior to the removal deadline by completing the Temporary Art Installation Removal Deadline Extension Application. 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 Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Approvals

Hall Council Approval (Residence Hall ONLY)

Approved: Date _____ Signature _____

Not Approved: Reason _____

Date _____ Signature _____

Building Representative Approval:

Approved: Date _____ Signature _____

Funding Provided for Project: _____

Not Approved: Reason _____

Date _____ Signature _____

Security:

Approved: Date _____ Signature _____

Funding Provided for Project: _____

Not Approved: Reason _____

Date _____ Signature _____

Facilities Operations:

Approved: Date _____ Signature _____

Removal Deadline _____

Not Approved: Reason _____

Date _____ Signature _____