

**Department of Art
Claire Trevor School of the Arts
FACILITY AND OUTDOOR SPACE USE REQUEST FORM**

Student must complete the form below, obtain faculty advisor's signature, and submit the form to: John Medina, Department of Art MSO.

Name of Student: _____

Phone Number: _____ E-mail: _____

Name of Faculty Advisor: _____

Please state the location of the space needed for this project. Please be specific. You may use additional pages.

Please give a brief project description and mention any possible health and/or safety issues. (Safety issues include any usage of open flames such as candles.)

Installation Date and time:
Exhibition period:
Removal Date and time:

Approval by Faculty Advisor

Approval by Department Chair

Approval by Space Planning & Facilities

Approval by MSO

Department of Art
Claire Trevor School of the Arts
FACILITY AND OUTDOOR SPACE USE POLICY

The Department of Art is committed to both the use of non-gallery space for a wide range of artists' projects and to principles of artistic and academic freedom. The Department insists on an atmosphere of respect for the wide range of art works exhibited on its premises, and considers it a serious matter if the creative research of members of the artistic community is intentionally damaged or vandalized.

The Department of Art supports the use of non-gallery spaces for the duration of a time period as agreed-upon in the FACILITY AND OUTDOOR SPACE USE CONTRACT. This contract states that the Department of Art is obligated to ensure that the health, safety, and facility standards of the Claire Trevor School of the Arts are followed, and that any sites used are restored to the original condition in which they are found. This contract requires the signatures of the student(s) and the appropriate faculty and staff members. Student(s) whose project is on display are responsible for clean up and site-restoration within the agreed-upon time period. Instructor of classes for which the student(s) work is made is responsible for scheduling any clean up and site-restoration and insuring that these tasks are completed on time.

Unless a signed contract is on file in the Office of Department of Art, the Claire Trevor School of the Arts or the Department of Art may reserve the right to dismantle and remove any outdoor work or work that is left in a common space, such as a classroom or the courtyard. It is the responsibility of the undersigned student(s) responsible for the proposed art work(s) to clean up and restore the site to its original condition within the agreed upon timeframe. If a work causes the Department to incur additional and unusual charges from CTSA Facilities, the student(s) will be recharged for these costs. The student(s) should understand that his/her financial aid, registrations, grades and/or diploma may be held up due to these matters.

This policy applies to all campus facilities, including but not limited to the space behind and around the University Art Gallery/Beall Center for Arts and Media, to any indoor and outdoor space in the Claire Trevor School of the Arts area, including all Art buildings (ACT, Studio Art, Studio Four, Sculpture and Ceramic Studios, Nixon Theater, Contemporary Arts Center, and adjoining buildings) as well as other buildings in the vicinity of the Claire Trevor School of the Arts.

Sign here to indicate you have read and understand this policy