

Guide for approval for Campus Installations/Expressive Activity

The University encourages art making, exchange of ideas, and student expression. Simultaneously the University expects students presenting any art or activity to demonstrate civility, concern for safety, and respect for University activities and property.

Please begin the process for approval at least **three weeks** before your planned installation date. More time may be needed dependent on size, scope, concept and location.

Approved sites include:

- The east and west lawns of Olin Library
- Kemper courtyard
- The Danforth University Center-courtyard
- The Village Lawn
- The Women's Building Lawn
- Bowles Plaza
- McMillan Courtyard

Art **may not be placed** in the Quad, Holmes Lounge, the Business School, the Knight Center and the Law School, within Olin Library or around its immediate perimeter.

Any student, class or group wishing to install art on campus must follow these procedures:

1. Submit an Installation Permission form found on the College of Art website at:
www.samfoxschool.wustl.edu/student_resources/forms
2. Include the following information
 - Name, email, phone, cell phone, course number (if applicable)
 - Exact location of the installation
 - Dates the project will be on display at this location
 - Description of the materials used
 - Description of how the piece will be affixed
 - Method of installation + removal
 - Photos/drawings of the piece to scale and how the piece will look when installed
 - Information for any signage accompanying the art
 - Possible impact on people who may pass by the installation
 - How the area will be monitored for safety

Things to consider:

- If attaching a piece to a lawn or tree, you may not use nails, tacks, screws, or staples.
- No hazardous or flammable materials may be used.
- The piece cannot block any pathways for either pedestrians or emergency vehicles
- Will your piece require lawn sprinklers to be turned off or lawn mowing to be altered?
- Is the piece highly controversial or might it draw a protest? If so, Campus Police will be notified.
- How will you make sure no one tampers with the piece if you are not there?
- You may wish to include a sign with information.

Note: Certain installations may require assistance from facilities or maintenance staff. There may be charges associated with the installation and removal of the work. If you are using a ladder or other tool to install your piece, you must do so in a safe manner. If you do not request assistance from Facilities, you must understand that you may not hold the University liable for any injury or damage caused to yourself or property which may occur as a result of not receiving assistance in installing your piece.

Contact person is Mary Ann Dill *Manager of Special Projects*
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