

College of Fine Arts 3rd floor ad hoc installations*

Please complete all information.

*Includes CFA 3rd floor spaces not currently reserved for a week long exhibit - such as hallways, niches and foyers.

Student Information:

Name	School / Department
Email	Year (FR, SO, JR, SR, GRAD)
Local phone	

This project is in conjunction with:

Course Number/Name	Faculty Sponsor
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Location:

Please be specific in describing the location. (Location may be indicated by drawing on the back of this sheet.)

Dates:

Date Installation Begins:	Date Installation Ends:
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Description:

Describe the nature of your project proposal or attach a separate sheet. Please print clearly.

Student has read and understands the policy and procedures listed on the back of this form and agrees to these requirements.

Student signature/date

Faculty sponsor signature/date

SOA Operations Manager signature/date

Carnegie Mellon School of Art

Distribute copies to:

Faculty sponsor and School of Art Operations Manager (Cindy Lammert, CFA 306).

11/8/10

COLLEGE OF FINE ARTS 3RD FLOOR AD HOC INSTALLATION POLICY AND PROCEDURES

The School of Art encourages responsible professional-level student artwork on the Carnegie Mellon campus. This form is for the use of CFA 3rd floor Ad Hoc installations (including hallways, niches and foyers not currently reserved for a week-long exhibit). Students must obtain permission to use other interior spaces from the school or unit responsible for that space.

- Permission: Students (exhibitors) must obtain signatures of the 1) supervising faculty member and 2) the SOA Operations Manager (Cindy Lammert, CFA 306) BEFORE installation. Since this often takes time, students should plan accordingly and have this proposal form signed in advance of exhibiting. The proposed site of the artwork must be indicated in the space below.
- Responsibility: After approval, exhibitor(s) must distribute a copy of this completed form to the sponsoring faculty member. Exhibitor(s) are responsible for mounting and removing artwork in a timely and professional manner. Exhibitors must be considerate of the facility and areas adjacent to the installation, and they must return the site to its original condition upon completion.
- Signage: The exhibitor(s) must post a professional-appearing label adjacent to artwork. It must include the name(s) of the exhibitor(s), the title (if appropriate) and the removal date.
- Materials: The exhibitors must furnish and remove ALL materials used in the exhibit. Security is also the responsibility of the exhibitor.
- Cleanup: At the end of the exhibit (the date indicated on the other side of the form) exhibitors must remove all exhibition materials and clean up the space without delay. CFA administrators are not responsible for this activity. No storage space is available. The university is not responsible for any work left by the exhibitors. Exhibitors' student accounts will be charged if the School of Art has to hire someone to repair damage or remove materials.

Indicate Location below: