

Instructions for Projects, Installations & Events Application on Campus

The University encourages projects and installations on the Carnegie Mellon campus. The attached application form is to assist those who propose to erect or install structures on campus both indoors and out. To ensure safety and good communication within our various departments, approvals are required.

Signatures: Depending on the complexity of the installation, the number of approval signatures will vary. For:

1. Events and stake signage, three signatures are required from:
  - a. Facilities Management Service Response Manager and
  - b. The University Events manager or Office of the Dean of students. Lines 1 & 2 on the form.
  - c. Risk Management & Insurance.
2. Complex installations or displays, all six signatures are required.  
Since review may take a few days to collect the appropriate signatures, applicants should plan appropriately
3. Supervising faculty member and/or advisor. Review the form with your faculty sponsor or advisor and have them sign on page 3.
4. Your signature. Please remember to sign the form on page 3.

Responsibility: Applicants are responsible for installing and removing all projects and displays in accordance with the times noted on their application. We ask students and applicants to be considerate of the grounds and areas adjacent to the installation, and to return the site to its original condition upon completion. Student accounts will be charged if the university must repair any damages or remove material.

Applicants should keep a copy of this application for the duration of the installation period.

Materials: All combustible materials must be treated with a flame retardant approved by Environmental Health & Safety. The student(s) must furnish and remove all materials used in the exhibit. Security of the display is also the responsibility of the exhibitor. Notify University Police at 8-2323 if you wish them to provide additional security.

Maps, Details & Drawings:

For both interior and exterior installations, include appropriate location on a floor plan or map and detailed drawings of the project. These details should be submitted with application form.

Drawings should be to scale and maps can be located at:

<http://www.cmu.edu/about/visit/campus-map.shtml>

Structural Building Guidelines:

All applicable sections of Carnegie Mellon's Structural Building Guidelines are to be followed in the construction and display of this project. The guidelines can be found at:

<http://ehs-alert.fms.bap.cmu.edu/pdf/Structural%20Building%20Guidelines.pdf>

## PROJECTS, INSTALLATIONS & EVENTS APPLICATION

Please print information requested below:

Applicant Name \_\_\_\_\_ Dept/School/Affiliation \_\_\_\_\_ Year \_\_\_\_\_  
(Fr, So, Jr, Sr, Grad)

Local Telephone # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### DURATION OF INSTALLATION:

On-site construction or display installed at: \_\_\_\_\_ AM/PM on: \_\_\_\_\_ , \_\_\_\_\_  
(Time) (Day) (Date)

Project to be removed from site by: \_\_\_\_\_ AM/PM on: \_\_\_\_\_ , \_\_\_\_\_  
(Time) (Day) (Date)

The project to be installed:  Within a building  Outside of a building  Both? (Check all that apply)

### EXTERIOR INSTALLATIONS:

If display is to be outside of a building or on University grounds describe the shortest distance between the project and the following:

Exterior buildings \_\_\_\_\_ feet, Trees or shrubbery \_\_\_\_\_ feet,

Sidewalks \_\_\_\_\_ feet, Other structures such as walls, fences, kiosks, etc. \_\_\_\_\_ feet

Describe exact location(s) of installation

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### INTERIOR INSTALLATIONS:

Describe the shortest distance between the project and the following:

Interior walls or doors \_\_\_\_\_ feet, Other structures such as stairs, elevators, etc. \_\_\_\_\_ feet

Describe exact location(s) of installation

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### MATERIALS TO BE USED:

List all materials to be used in constructing, forming, and finishing the project (to include all material to be brought on site for the purpose of completing the display):

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SIZE AND DIMENSIONS OF PROJECT:

List the overall dimensions of the project, i.e., height, length, width, and describe how components are to be connected, i.e., nails, screws, bolts, glue, etc. Include diagram(s) illustrating this information and also showing where the project is to be situated at or within its intended location.

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Additional drawings are being provided with this application. Number of pages \_\_\_\_\_.

ADDITIONAL DETAILS AND INFORMATION:

Please insert any additional information regarding the project that you may feel is helpful:

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IMPROVEMENTS OR CONDITIONS. After review of the project, the display/installation application is:

Conditionally Approved

Conditionally approved applicants must meet the following additional conditions:

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**I will construct my project according to the plans submitted above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVAL SIGNATURES:

This project is in conjunction with:

Course/Organization name \_\_\_\_\_ Faculty Advisor / Sponsor \_\_\_\_\_

Approvals are based on modifications agreed to above.

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| 1) _____  | _____  |
| (University Events manager or Office of the Dean of Students) | (Date) |
| 2) _____  | _____  |
| (FMS Service Response Manager)                                | (Date) |
| 3) _____  | _____  |
| (Director, University Risk Management)                        | (Date) |
| 4) _____  | _____  |
| (Director, FMS Facilities Operations)                         | (Date) |
| 5) _____  | _____  |
| (Director, Environmental Health & Safety)                     | (Date) |
| 6) _____  | _____  |
| (Building Manager / Facility Coordinator)                     | (Date) |