Memorandum of Understanding for Installation of Art and Architecture Studio work in and around Lee Hall Complex*

I, ____________________________________________, a student in the Department of ____________________________________________, am proposing to install related studio work in, or around the Lee Hall I, II, III (circle one or more that apply) complex.

The work will be installed beginning, ___________________________ at ___________________________,

date time

and will be promptly removed on ___________________________ at ___________________________,

date time

The proposed work is being created for my ______/_______/_______ coursework.

course semester year

By submitting this form, I acknowledge that:

☐ The proposed work has been reviewed and approved for installation by my course professor/instructor;

☐ I have secured permission from my Department Chair;

☐ I have secured permission from the Lee Hall complex Building Manager, and all other Department Chairs, faculty and key individuals who may be impacted by the project.

The student understands and accepts the following:

☐ I understand that I must secure signatures from all concerned individuals before any work begins;

☐ I understand that any modifications to proposed work must also be approved and signed off on by concerned parties;

☐ I understand that my work can, and will be dismantled if it is not removed by date and time outlined in this agreement, and may be removed if it does not coincide with the proposal. Any extension of removal date must also be approved.
Form Submission:
Art Students should complete and submit the original of the completed form to their home department and retain a copy for their records.

**NAMES and SIGNATURES**

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<thead>
<tr>
<th>Student’s Name (please print)</th>
<th>Student’s Signature</th>
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<tbody>
<tr>
<td>Date</td>
<td>Student’s email</td>
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<tr>
<td>Student’s phone number</td>
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<tr>
<td>Name of Faculty member approving project</td>
<td>Approving Faculty member’s signature</td>
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<tr>
<td>Name of Student’s Department Chair</td>
<td>Department Chair’s signature</td>
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<tr>
<td>Name of Lee Hall Building Manager</td>
<td>Lee Hall Building Manager’s signature</td>
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Other individuals impacted by installation

<table>
<thead>
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<th>Name &amp; Title</th>
<th>Signature</th>
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It is the student’s responsibility to type (or carefully print) additional sheets to be attached to this form.

All proposals must address the following:

- **Working Title of Installation**
  Provide a descriptive, working title for the project for the purposes of identification.

- **Written Description**
  Describe size and nature of the project to be undertaken. The idea is to give the reader an overall understanding of the scope, footprint and materials that will be used in the execution, installation and removal of the installation.

- **Drawings and/or Photographs with Measurements**
  Provide detailed drawings and or photographs of installation area with measurements of installation included.

- **Condition Report**
  Provide a condition report of the installation site that details any existing damage so you are not blamed for this damage after your work is removed. Any attachments to existing structure must be outlined and approved in the proposal. Any damage resulting from the installation and repair work required to return the site to its original condition is the student’s responsibility.

- Installations shall not violate any existing university safety codes and regulations.
*This sheet **must** be posted within 5 feet of the installation, or your project may be removed.

**INSTALLATION APPROVAL CERTIFICATE**

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Student name ________________________________

Student contact information ________________________________

email

Professor’s name ________________________________

Professor contact information ________________________________

email

Course for which work is being installed ________________________________

example (ARCH 351)

Installation Title ________________________________

Brief description of installation (to help with identifying the size and elements of the project):

____________________________________________________

____________________________________________________

____________________________________________________

Date of installation ________________________________

Date of removal ________________________________

Approved by ________________________________

Lee Hall Building Manager

July 2014