

Memorandum of Understanding for Installation of studio works in and around Lee Hall Complex *rev 12.2024

I, _____, a student in the Department/School of _____, am proposing to install course-related artwork(s)/studio project(s) in or around **Lee Hall I, Lee Hall II, Lee Hall III** (circle one or more that apply).

The work will be installed beginning, _____ (date) at _____ (time), and will be promptly removed on _____ (date) at _____ (time).

The proposed work is being created for my coursework in: _____ / _____ / _____
course semester year

By submitting this form, I acknowledge that:

- ☐ The proposed work has been reviewed & approved for installation by my professor/ instructor.
- ☐ I have secured permission from the Lee Hall complex Building Manager, and any Department Chairs, faculty and key individuals who may be impacted by the project.

I understand and accept the following:

- ☐ I understand that I must secure signatures from all concerned individuals before any work begins.
- ☐ I understand that any modifications to the 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 the date and time outlined in this agreement. It may also be removed if it does not coincide with the proposal. Any extension of removal date must also be approved.
- ☐ I understand that inappropriate installation procedures may result in substantial fines by university facilities.
- ☐ I understand that failure to remove my work according to the agreement may result in reduction of a project grade and/or an incomplete for the semester until resolved to the instructor / administration's satisfaction.

Form Submission:

CAAC students should complete and submit this proposal to their faculty for approval and signature. Multiple students in the same course should be condensed for approval by the Building Security Coordinator, and a copy should be provided to the their home department. Students should retain a copy for their records.

NAMES and SIGNATURES

Student's Name (please print)

Student's Signature and date

Student's email

Student's phone number

Name of Faculty member approving project

Faculty member's signature

Name of Lee Hall Building Security Coordinator

Lee Hall Building Manager's signature

Other individuals impacted by installation:

Name & Title

Signature

Name & Title

Signature

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 purposes of identification.
- **Written Description:** Briefly describe size and nature of the project. Provide an overall understanding of the scope, footprint and materials to 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 or fines resulting from the installation/deinstallation and the resultant repair work required to return the site to its original condition will be the responsibility of the student.
- Installations shall not violate any existing university safety codes and regulations.

***This sheet must be posted within 5 feet of the installation, or project may be removed.**

INSTALLATION APPROVAL CERTIFICATE

Memorandum of Understanding

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

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 Security Coordinator

