

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 the their home department and retain a copy for their records.

NAMES and SIGNATURES

Student's Name (please print)

Student's Signature

Date

Student's email

Student's phone number

Name of Faculty member approving project

Approving Faculty member's signature

Name of Student's Department Chair

Department Chair's signature

Name of Lee Hall Building Manager

Lee Hall Building Manager's signature

Other individuals impacted by installation

Name & Title

Signature

Name & Title

Signature

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 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

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 Manager

