

SCHOOL OF ART + ART HISTORY + DESIGN

Art Installation and Display Policy

1. **Application to Display Work in Art Building**

Requests must be made at least two weeks before the desired installation dates. The online application can be found on the SoA+AH+D employee intranet and under "17. Art Building Exhibition Policies" under General Policies on the SoA+AH+D website.

2. **Student Conduct Code**

All student artwork installed must abide by the [Student Conduct Code for the University of Washington](#).

3. **Traffic Flow + ADA Requirements**

No artwork is allowed to impede pathways or block access to exits or entrances in any way. A minimum clear width of 36 inches for any passageway should be kept in order to ensure an accessible route per ADA requirements and safety evacuation guidelines.

4. **Loss + Injury Prevention**

Any installation must be secured in such a way that no one can be injured. Nothing must be allowed to fall down, tip over, or spill. Display areas often have heavy public traffic; your installation must not endanger public health or safety. Any installation with content that is likely to trigger seizures due to flashing lights or other causes should include a warning sign for the public to prevent harm. No work is allowed to hang from water or electrical pipes and no work is allowed to hang from the ceiling. Since work is displayed in a public area, there is a risk of loss or damage to artwork; by installing in the space you recognize this risk. The SoA+AH+D is not liable for damage.

5. **Air Quality**

Many members of the public, including the community members of the SoA+AH+D, have allergies, asthma, or are otherwise chemically sensitive. Please make sure that your display does not give off dust, fumes, vapors, scents, or anything else that may be toxic or an irritant.

6. **Electrical**

Make sure any electrical wiring needed is appropriate gauge. Protect equipment from overheating. Consider using a surge protector strip. Use only heavy duty extension cords, and do not string extension cords together.

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7. Fire

If you are using any flammable or combustible material, you must ensure it is protected from any possible ignition source.

8. Perishable Items, live plants, live animals, body fluids

Some items (perishable or not) may only be used within limited time constraints. You must ensure these items are properly cared for at all times. Do not create a situation that breeds disease, foul odors, or insects. Live animals and bodily fluids are not permitted.

9. Photos and Media Use

Artwork may be photographed and featured on the SoA+AH+D website, social media pages, or elsewhere. If a student does not wish for their work to be photographed and/or featured, inform the faculty sponsor and the Admin Office. The Admin Team will then communicate this to those managing SoA+AH+D media.

10. Installation and Removal

Artwork may only be displayed for two weeks, unless approved for longer by the administrative office. All artwork must have a label nearby with the following attributes:

Name

Class Number

Instructor

When installing art work, ladders are strictly prohibited due to safety and liability concerns.

The installation site must be returned to its original condition when the installation is removed and all material must be removed or disposed of. If it is not done appropriately, the cost of facilities repairs or custodial services will be charged to your home program.

If you have questions or concerns about the safe display of your installation, contact SoA+AH+D Facilities + Safety Supervisor Becky Ryser at ryser@uw.edu.

Please note:

If the work displayed does not meet these guidelines or has not been approved, it will be removed and held in the Art Main Office for a maximum of 48 hours. If the artwork is deemed a health or safety risk, it will be removed and discarded, and your faculty advisor will be notified.