

SCHOOL OF ART + ART HISTORY + DESIGN

Art Installation and Display Policy

- 1. Application to Display Work in Art Building**
Faculty must apply to the Art Administration office at least one week before their desired installation dates with the attached application. Students may also apply to display their work, and can pick up an application from the Advising Front Desk.
- 2. Traffic Flow**
No artwork is allowed to block access to exits or entrances in any way. In case of fire or emergency, large numbers of people may need to get access through the area quickly.
- 3. Physical Hazard**
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. Protect the public from tripping over your installation. Display areas often have heavy public traffic; your installation must not endanger public health or safety. No work is allowed to hang from water or electrical pipes and no work is allowed to hang from the ceiling.
- 4. 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, etc. that maybe toxic or an irritant.
- 5. 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.
- 6. 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.
- 7. Fire**
If you are using any flammable or combustible material, you must protect it from being ignited.
- 8. Public Reaction**
Please be aware that if you create a particularly controversial installation, it may draw media attention and/or vandalism. The SoA+AH+D is not liable for damage.

9. Installation and Removal

Artwork may only be displayed for two weeks, unless approved for more via 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 fire hazard and liability concerns.

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

All discarded material must be disposed of in the dumpster area behind the building in the appropriate bins and luggers.

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 art work is deemed a health or safety risk, it will be removed and discarded, and your faculty advisor will be notified.

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Application for Artwork Installation in Art Building*

Date: _____

Name: _____

Student #: _____

UW Email: _____

UW Affiliation _____

Dates of Installation: _____

Location of Installation: _____

Reason for Installation

Class Assignment

Course Number and Name: _____

Instructor: _____

OR

Independent Project

Describe project goals and list faculty mentor for the project:

For purposes of approval, describe the purpose of the project, concept, installation and tear down methods, and all materials that will be used. Attach a basic drawing of the installation if applicable.

*Before completing this application, applicants must have read and understood the guidelines in the official Art Installation and Display Policy.

FOR OFFICE USE ONLY

Dates Approved_____

Faculty member responsible for installation_____

Administration Approval/Date_____

Additional

Notes_____

