

SCHOOL OF ART + ART HISTORY + DESIGN

Art Installation and Display Policy

1. Application to Display Work in Art Building

Faculty and students must apply to the Art Administration office at least one week before their desired installation dates with the attached application.

2. Student Code of Conduct

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

3. Traffic Flow + ADA Requirements

No artwork is allowed to block access to exits or entrances in any way.

A minimum clear width of 32 inches (815mm) for any passageway should be kept in order to ensure an accessible route per ADA requirements.

4. Loss and Injury Prevention

Any installation must be secured in such a way that no one can be injured or cause damage to building. Nothing may be allowed to fall down, tip over, spill, or pose a tripping hazard. Display areas often have heavy public traffic your installation must not endanger public health or safety. Any installation with content which 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 pipes, electrical pipes, or the ceiling. Since work is in a public area, there is a risk of loss or damage to artwork, in installing in the space you recognize this risk and it is recommended to take measures to prevent such a risk.

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, etc. that maybe toxic or an irritant. If you have any reservations regarding air quality concerns, contact your Instructional Technician or Building Coordinator, John Martin.

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 or “daisy-chain” extension cords together.

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7. Fire

If you are using any flammable or combustible material, you must protect it from being ignited. If you have any reservations regarding flammability concerns, contact your Instructional Technician or Building Coordinator, John Martin.

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.

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 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 and material is to 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.

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 Assignments

Course Number and Name: _____ Instructor: _____

OR

Independent Project

Describe project goals and list faculty sponsor 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.

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FOR OFFICE USE ONLY

Dates and Location Approved: _____

Faculty member responsible for installation: _____

Administration Signature of Approval: _____

Administration Date of Approval: _____

Additional Notes: