

**TYLER SCHOOL OF ART OUTDOOR/NON-STUDIO/NON-GALLERY
ART INSTALLATION CONTROL FORM**

- 1. Please read this document with guidelines carefully. DO NOT RETURN THIS DOCUMENT WITH YOUR APPLICATION – this is yours to keep to review the policies.**
2. Complete the two-page form and provide an additional page to draw/document the proposed project.
3. Sign and obtain required Faculty/Advisor signature.
4. Return to Kari Scott, Assistant Director for Student Life in the Exhibitions Office suite for final approval seven (7) days before the planned installation of the project. You can also drop the form into Kari's mailbox across from Temple Contemporary.

IMPORTANT: Any change to the described project requires completion of an additional Outdoor/Non-Studio/Non-Gallery Control Form.

OUTDOOR/ NON-STUDIO/ NON-GALLERY CONTROL GUIDELINES:

- These guidelines apply to the installation of work on the main campus of Temple University along with the inside non-gallery spaces including the atrium and large hallways on each floor of the Tyler building. The Temple University Office of Facilities Management and the Office of Planning and Design must approve installations on the outdoor grounds of the University as well as those in other Temple buildings.
- Your instructor is the direct supervisor of your project and will answer specific questions concerning the appropriateness of the project. Instructors must sign all forms and must approve all installations prior to filing paperwork.
- Completed forms must be returned to Kari Scott, Room 110F (Exhibitions Office Suite, first floor through Temple Contemporary) or left in mailbox #18.
- Copies will be kept on file in Kari Scott's office.
- All forms must be filed seven (7) business days prior to the date of the proposed installation. Forms filed less than seven (7) days will risk being denied. Kari Scott will issue approval or denial of requests within seven (7) days after submission. A "hard copy" of the approval/denial form will be kept. Please note that approvals are not automatic, and can be denied on the basis of non-compliance with University policies. Notification regarding proposals will be sent to the student and the instructor via email.

LOCATION:

While most students consider that the work must be installed in the Tyler building or courtyard, there are many spaces around the University that would suit, and which could provide you with a large audience. Kari has a map of these spaces on campus. If you wish to make an appointment to discuss procedures and locations, please contact miss.kari@temple.edu.

Please also keep flexibility in mind regarding your project. There are many times when your first choice of location may already be reserved for another student.

PRE-INSTALLATION:

⇒ Consult with Kari Scott to make certain that the desired area is available and appropriate. The Offices of Facilities Management and Planning and Design must first review installations elsewhere on campus in order to determine as to whether the selected site is appropriate for the installation.

⇒ Prepare a non-Studio/Gallery Control Contract. Indicate the area on your contract in the upper left corner. Make certain that your project is adequately described, especially in regards to its physical impact on the campus grounds. Non-courtyard sites may require a verbal presentation to representatives from the Offices of Facilities Management and Planning and Design.

MAKE SURE THAT THE PROJECT:

- Contains no hazardous materials.
- Does not block any paths and conforms to Fire/Safety Codes.
- Does not keep space from being used for any of its routine purposes.
- Will not damage trees, facilities or grounds.
- Does not permanently disfigure any university property.
- Will withstand severe wind/rain/snow and will not become a hazard or litter under those conditions *(please continually check weather conditions at the time of installation and during the installation).
- **NO projects (including postings) are allowed in any stairwells or fire exits - ever.**

FIRE CODE:

The Fire Marshall will not permit artwork of any kind displayed in the fire exits and stairwells of any Temple Campus building. Work displayed in these areas is considered a fire hazard. This is Temple University policy. The new Non Studio/Gallery Control Guidelines specifically requests that students make sure that the project:

- Does not block any paths or hallways and conforms to the Fire Codes.
- Does not keep space from being used for any of its routine purposes.
- Artworks that block, even in the slightest way, the entrances to any and all buildings, are considered fire hazards and will not be permitted.

- If your installation requires the use of electricity, all electrical components must be UL listed and in good working condition. Extension cords must not be tripping hazards and must be secured, tied down, or taped to the floor with gaffer's tape.

Additionally, we are not permitted to have bulletin boards and /or postings in the stairwells.

Important: Any installation without an installation contract is subject to immediate and permanent removal and disposal. Additional disciplinary action may occur, which may include fines.

Any installation discovered in a stairwell or fire exit will be immediately discarded, and student will be subject to disciplinary action.

All project proposals are subject to review by the Fire Marshall.

GREEN HALLWAY:

The Fire Code indicates that there must be a 6.5' clearance directly down the middle of the hallway. Any artwork proposed for the green hallway on the first floor must allow for the 6.5' which must be available as a straight shot walking down the main hallway.

USE OF ANIMALS OR ANIMAL PRODUCTS:

Temple University has specific protocols regarding the use of animals or animal products for use in research or teaching, including the use of any of these products in art projects/pieces/performances, etc. Any person who does not have approval from the IACUC and/or the IBC may not bring the project to campus as there are bio-safety risks involved.

Institutional Animal Care & Use Committee (IACUC) and Institutional Biosafety Committee (IBC)

If you are planning to use animal subjects in any type of research (including artwork) or teaching activity, you must obtain IACUC approval beforehand. The Temple University Institutional Biosafety Committee (IBC) is responsible for the regulation and monitoring of all University research (including art projects) that involves recombinant DNA, infectious agents, and other biohazards. The IBC must ensure that all federal regulatory requirements are met by the University.

If you are planning to use animal subjects or products in any type of research, artwork or teaching activity, you must obtain IACUC or IBC approval beforehand. This process can take weeks and sometimes months.

Contacts for questions:

IACUC – Sheera Dashkow 215-707-7263 sheera.dashkow@temple.edu

IBC – Su-Hwi Hung-Cunliffe 215-707-2520 shung@temple.edu

INSTALLATION:

- **If you want to involve any plantings, dig a hole deeper than one foot, drill holes into any part of any building, or suspend anything from any ceiling, you must obtain approval from the Office of Facilities Management through the Assistant Dean's Office. Projects endangering the health of plants or physical safety of people will not be approved. If in doubt, consult your faculty advisor and the Assistant Dean before completing this form.**
- Keep your work area neat and safe.
- Observe normal safety procedures when using ladders or other tools. Plan ahead for assistance, if necessary.

RUN OF INSTALLATION:

In case of severe weather, check afterwards to insure that your project is okay.

If you are contacted by the school about your project, respond immediately to the query. Failure to respond promptly may result in your project being destroyed and the loss of your rights for installing future projects in outdoor spaces.

DE-INSTALLATION:

- Remove the project completely and restore area to its original condition by the date indicated on your contract.
- Arrange for your faculty/advisor to inspect and approve site restoration by the required date.
- **Abandoned or incompletely de-installed projects, sites, buildings, or other university property not properly restored will be subject to fine and, potentially, disciplinary action.**

OFF CAMPUS EXHIBITIONS:

Please note that should you wish to exhibit in spaces off campus, the University's Legal Department must be consulted; that office will assist you in developing a contract with the representatives of the selected venue. The off-campus selection must be visited (on-site) by the student's faculty advisor and hence upon visitation approved or not approved. If approved, the faculty advisor will work on the student's behalf in developing a contract with the representative of the selected space in collaboration and with guidance by University Legal Counsel. No University funds will be released until an appropriate contract has been developed that protects the university. the students and faculty from all forms of liability.

For Undergraduate students, the final approval for off-site exhibits rests within the office of the Assistant Dean for Undergraduate studies. For Graduate students, the final approval for off-site exhibits rests within the office of the Vice Dean/Director of Graduate Program.

TYLER SCHOOL OF ART
INSTALLATION CONTRACT INFORMATION AND PROJECT DESCRIPTION

Student Name: _____

TUID: _____ **Major:** _____

Cell Phone: _____ **Email:** _____@temple.edu

Course name/number: _____

Instructor: _____

Installation date: _____ **Removal date:** _____

Location requested: _____

1. Describe project in detail, listing materials and how the piece will be installed at the location:

2. Required Drawing:

- a. Drawing of project must be on a separate piece of 8 ½ x 11” paper. No other size is acceptable. Put your name and TUID on the paper.
- b. Draw exactly what you are planning, including the elevation, dimensions of the piece or pieces, and the site in which the project will be shown, in perspective.

- c. If there is any electricity required, show exactly where the cord will be (and what material you will use to secure the cord).
- d. If anything will be attached to the wall or floor, show a detail of how you plan to do this.
- e. Make drawing in **ink only (pencil will not photocopy)**

All of the information regarding installation of projects/pieces is extremely important. If you have failed to read any part of this contract, please read it now before signing. DO NOT ATTACH the policies and instructions pages to this contract.

I understand that I am responsible for the installation described above, including any damage to the Tyler or Temple grounds or facilities. If I do not remove the project by the appropriate date, I understand that I will be charged to have the project removed by Temple University Facilities Management personnel, and I may be held for disciplinary action. I agree to follow the rules for exhibiting work as set forth in the Outdoor/ Non-Studio/ Non-Gallery Control guidelines. I understand that I may be assessed fines for my failure to do so. I understand that Tyler School of Art does not insure student art work and is not responsible for its loss, theft, or damage.

Student Name (please print)

TUID

Student Signature

Date

Approvals:

I agree to maintain contact with the above student for the duration of this project, including de-installation. On the "Completed removal/restoration date," I will perform a site inspection and ensure that the restoration is complete.

Instructor Name (please print)

Date

_____ (Instructor Signature) Our area will be responsible for the restoration fee if the student does not restore the area in the agreed time frame).

Instructor Cell Phone: _____ Email: _____

After obtaining the above signatures, please return to the Tyler Student Life (Exhibitions Suite room 110F or mailbox #18) for final approval. Note that we require 7 business days in order to get approvals from appropriate Temple University personnel.