

Art and Installation Request Form for WOU Students, Faculty and Staff

Instructions for Applicants: Complete this form and attach additional documents*. Email the completed form to facilitieshelp@wou.edu or deliver to Facilities Services, Physical Plant, 345 Monmouth Avenue N, Monmouth, OR, 97861.

Important Notes:

- Requests must be received at least 31 days prior to the planned installation date.
- Please review the [Art and Installation Safety Guidelines](#) prior to submitting the request form
- Please note that, in order to be approved for an art installation, you must include an index, should any charges occur surrounding the installment.

Requestor Information

First Name	
Last Name	
Phone Number	
Email Address	
<i>Please check the appropriate box:</i>	
I am:	
<input type="checkbox"/> A WOU Student	<input type="checkbox"/> WOU Faculty/Staff
<i>Please check the appropriate box:</i>	
My installation is a:	
<input type="checkbox"/> Temporary Request (less than one year)	<input type="checkbox"/> Permanent Request
Date of Requested Installation <i>(This date must be at least 31 days from the date of request)</i>	
Index #	

Faculty Information

Note: This section is only for current WOU students submitting requests related to a course project.

Name of Faculty Member	
Course Name and CRN	
Faculty Phone Number	
Faculty Email Address	

Installation and Location Information

Installation Request Date	
Installation Request Time	
Installation Removal/Clean-up Date <i>(for temporary requests only)</i>	
Installation Removal/Clean-up Time <i>(for temporary requests only)</i>	
Installation Location <i>(Building and Room Number or Area (describe))</i>	
Alternate Installation Location <i>(Building and Room Number or Area (describe))</i>	

About the Installation

Note: The following information must be completed in order for the application to be processed.

Briefly describe your proposed installation concept and attach* a visual of the proposed installation. Please include the overall size and measurements of the work and describe how it will fit in the proposed location.	
Briefly describe your reason for wanting to install your work on the WOU campus.	
Briefly describe the ways in which your work relates to one or more of WOU's values: <ul style="list-style-type: none">• Accessibility• Accountability• Collaboration• Community• Diversity & Respect• Empowerment• Excellence• Sustainability & Stewardship	

<p>Describe how you intend to install the installation. What materials/tools will be used, and how will the installation be installed and secured? List hardware or other fasteners if applicable.</p>	
<p>Describe how you propose to disassemble and remove the installation at the end of the installation period.</p>	

***Attach a visual of the proposed Installation:** Visuals may include drawings, photos, prints, etc. Include description, overall size and measurements of how it will fit in the proposed location.

Applicant Certifications and Signature

Certifications:

- Applicant releases and indemnifies WOU, its employees, agents and authorized representatives from any and all risk, harm, damage, or liability related to the placement of the Applicant's artwork within any WOU building or on WOU property. In the event of loss or damage to the artwork, WOU shall not accept any responsibility for replacement of or the replacement cost associated with the Applicant's artwork.
- Applicant, as faculty, staff or student of WOU, accepts full and complete risk and responsibility for placement and display of their installation on WOU premises.
- Applicant shall comply with all instructions as requested by WOU Approving Authority (see below) as a condition of approval if these conditions exist. These include, yet are not limited to: complying with all building codes, ADA regulations, and other applicable rules to allow safe passage and exits from buildings for users.
- Applicant shall post a sign at location of approved temporary artwork installation identifying artist, class (if applicable), contact information and date(s) of installation.
- Applicant shall remove artwork and clean up area on date and time indicated on page one of this form. Area to be left free of debris and damage.

Applicant signature: _____ *Date:* _____

FOR INTERNAL USE ONLY

Approving Authority:

Title	Required? Y/N
Facilities Services Representative	Y
Capital Projects & Construction Director	Y
Environmental Health & Safety Representative	Y
Auxiliary Building Manager (i.e. ASRC, FAB, UPL, Smith, Housing)	
Other Department Head associated with space	
Janitorial Crew Informed (if appropriate)	

Facilities Services
 Physical Plant
 345 Monmouth Ave N, Monmouth, OR, 97861
 Phone: 503-838-8239