

University of Michigan
School of Art & Design

Art-Design Installation Proposal Form

The following guidelines apply for installations in the Art & Architecture Building and surrounding grounds: Installations must be sponsored by School of Art and Design faculty; approved by Peter Jansen, the School of Art & Design Assistant Facilities Director, for compliance with rules and regulations related to the use of the building or grounds; and approved by Stephen Schudlich or Mark Nielsen, Co-Directors of Exhibitions, to ensure that the proposed installation fits into the overall exhibitions program. Students must secure a faculty sponsor's signature, the Assistant Facilities Director's signature, and Exhibition Director's signature before undertaking an installation project. The student's signature on this form indicates a contractual agreement to comply with the regulations regarding installation projects. Return this completed form to the Exhibition Directors in the School of Art & Design Slusser Gallery Office before commencing an installation. He will distribute copies to the faculty sponsor, the Assistant Facilities Director, and the student - and will file the original.

After removal of the installation, the student must retrieve this original proposal form from the Exhibition Directors, secure the Assistant Facilities Director's final sign-off indicating restoration of the site to its original condition, and Exhibition Director's clearance signature. Clearance signatures remove potential liability for the student. Repair of building or grounds damage incurred by the installation is the responsibility of the student. Work that is not removed within 24 hours of the installation's end date will be discarded. Costs incurred will be the responsibility of the student.

Student Name _____ UM ID# _____ Email _____

Faculty Sponsor: _____ Installation Start Date: _____ Installation End Date: _____

Description of the installation to include a small sketch, a map of the proposed site or location, materials to be used, and construction process. Indicate any potential health and safety issues, including the use of electricity. (Describe here and/or attach separate materials.)

Installation Proposal Approval

Faculty Sponsor's Signature *Date*

Student's Signature *Date*

Peter Jansen's Approval Signature *Date*

Exhibition Director Approval Signature *Date*

Final Sign-off after Project Removal

Peter Jansen *Date*

Exhibition Director Approval Signature *Date*

University of Michigan
School of Art & Design
Building and Fire Codes

The installation of creative work must comply with public building and fire codes listed below.

Indoor Exhibit Areas

Work installed in hallways:

- Installation must not block doors or exit areas, exit signs or elevators.
- Pass-through areas of hallways must remain unobstructed.
- Use of stairwells is off limits, with the exception of flat work installed at least 24” above the handrails.

Work installed in all venues including hallways, galleries, display cases, etc:

- Work must not be hung from or obstruct sprinkler systems, light fixtures, or directional signs.
- Work must not block or obstruct fire alarms, pull stations, or fire extinguishers.
- Extension cords are prohibited. Work must be plugged directly into an outlet.
- Toxic or highly flammable materials and open flames are prohibited.
- Sharp or projecting elements and trip hazards are prohibited.

Outdoor exhibit areas

- Work installed on the grounds is limited to a one-week exhibit unless special permission is awarded from the Grounds Department.
- Installations must not obstruct or intersect walkways, roadways, parking areas, dumpsters, signs, or entrance doors.
- Trees may be incorporated or used as support, but must not be nailed into, cut, or damaged in any way.

Courtesy and Common Sense:

- Creative work must not block the view of other installed work.
- Creative work must be secured to avoid damage and theft.
- Creative work that causes direct physical irritation to others, such as repeating sounds or obnoxious odors is discouraged.
- Moving or altering another person’s creative work is not permitted.
- Vandalism of creative work is punishable by law.