EXHIBITION SPACE REQUEST FORM

Students who wish to use exhibition space must sign up in advance with a sponsoring professor and agree to the mandated terms of use, maintenance, and clean-up of the space. Students must also discuss their installation with the building proctor, William Rumley, VAC Room 279 or via email, to get proctor permission prior to reserving an exhibition space with Anna Parsons in Room 330.

Name: ______________________________ Student ID: __________________________
Email: ______________________________Phone: ____________________________

I would like to reserve (select one):

☐ 1. LL Lobby Wall
☐ 2. LL South Stairwell Alcove
☐ 3. LL 1B97 Wall
☐ 4. LL Room 1B32
☐ 5. LL 1B20 Wall
☐ 6. LL Room 1B81
☐ 7. LL 1B03 Wall
☐ 8. LL North Stairwell Alcove
☐ 9. LL 1B25 Corridor
☐ 10. 1st Floor South Lobby
☐ 11. 2nd Floor Lobby Corner
☐ 12. 2nd Floor Lobby
☐ 13. 2nd Floor 281 North Wall
☐ 14. 3rd Floor Lobby Wall
☐ 15. 3rd Floor North Corner
☐ 16. 3rd Floor North Stairwell
☐ 17. 4th Floor 471 Wall
☐ 18. 4th Floor Wall by freight elevator
☐ 19. 4th Floor Corridor
☐ 20. 4th Floor Corner
☐ 21. 4th Floor Lobby
☐ 22. Other

For the date of: __________________ until __________________
Exhibition spaces are booked for one week at a time. Exhibitions start on Friday and the space must be vacated by the end of the day the following Thursday. Students may have two reservations per semester.

Brief Description of Installation:

Materials used:
EXHIBITION SPACE GUIDELINES

1. Spaces are available on a first come, first serve basis. Art & Art History majors, graduate students and faculty are eligible to use the spaces.

2. You must discuss your installation with the building proctor before you install your pieces. Your work must be installed on Friday and removed the following Thursday.

3. You are responsible for maintaining proper exhibition spaces, including spackling and painting when necessary. All nails must be removed at the end of your exhibit.

4. After the installation is removed, the walls and general area will be inspected. If repairs are not performed properly, repairs will be done by Facilities Management and the student will be “CHARGED” for repairs.

5. In accordance with the building code, artwork must not protrude in hallway space beyond four inches. Wheelchair access by elevator must not be blocked. Check with Bill Rumley in the woodshop if you have any questions about your artwork/building codes. Bill can be reached via email at william.rumley@colorado.edu or by phone at (303) 492-6419.

6. Students are advised to discuss the display and exhibition of their artwork with their professors and/or faculty advisors, and to be aware of the rights and responsibilities incurred with such display and exhibition.

7. Students are advised that if their artwork will in some manner deal with animal subjects, they should be aware of university policy statements on these subjects. See www.colorado.edu/Research/animal_resources/ for further information.

8. Flammable and/or environmentally dangerous materials are not permitted.

Sponsoring Faculty member: ____________________________   ______________________________
Printed Last Name                  Signature

I understand that I exhibit at my own risk and neither the university nor the Art & Art History department is liable for damage or loss of my art work. I agree to these terms, will repair space, purchase paint and supplies for repairs, if needed.

Graduate/Undergrad Student signature: ____________________________ Date: __________________

Proctor Approval: ____________________________________________

Proctor’s signature can be given electronically via email william.rumley@colorado.edu

Bill’s hours are posted on the door of VAC 279