



## EXHIBITION SPACE REQUEST FORM

Students who wish to use exhibition space must sign up in advance with a sponsoring professor (not a GPTI) 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 279 or via email, to get proctor permission prior to reserving an exhibition space with Anna Parsons in VAC 330.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I would like to reserve (select one):

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

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 to be 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](mailto: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/vcr/irb](http://www.colorado.edu/vcr/irb) (human subjects) and [www.colorado.edu/vcr/iacuc](http://www.colorado.edu/vcr/iacuc) (animal subjects) 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](mailto:william.rumley@colorado.edu)**

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