Art Installations/Expressive Activity Guide for Danforth Campus Approval

The University encourages artwork, exchange of ideas, and student expression. Simultaneously the University expects students presenting any art or activity to demonstrate civility, concern for safety, and respect for University activities and property.

Please begin the process for approval at least three weeks before your planned installation date. More time may be needed dependent on size, scope, concept and location.

Approved sites include:
- The east and west lawns of Olin Library
- Kemper courtyard
- The Danforth University Center-courtyard
- The Village Lawn
- The Women’s Building Lawn
- Bowles Plaza
- McMillan Courtyard

Any student, class or group wishing to install artwork on campus must follow these procedures:
1. Submit an Installation Permission form found on the School of Visual Art and Design’s website at: www.art.wustl.edu/student_resources/forms
2. Include the following information
   - Name, email, phone, cell phone, course number (if applicable)
   - Exact location of the installation
   - Dates the project will be on display at this location
   - Description of the materials used
   - Description of how the piece will be affixed
   - Method of installation
   - Photos/drawings of the piece to scale and how the piece will look when installed
   - Information for any signage accompanying the art
   - Possible impact on people who may pass by the installation
   - How the area will be monitored for safety

Things to consider:
- If attaching a piece to a lawn or tree, you may not use nails, tacks, screws, or staples.
- No hazardous or flammable materials may be used.
- The piece cannot block any pathways for either pedestrians or emergency vehicles.
- Will your piece require lawn sprinklers to be turned off or lawn mowing to be altered?
- Is the piece highly controversial or might it draw a protest? If so, Campus Police will be notified.
- How will you make sure no one tampers with the piece if you are not there?
- You may wish to include a sign with information.

Note: Certain installations may require assistance from facilities or maintenance staff. There may be charges associated with the installation and removal of the work. If you are using a ladder or other tool to install your piece, you must do so in a safe manner. If you do not request assistance from Facilities, you must understand that you may not hold the University liable for any injury or damage caused to yourself or property which may occur as a result of not receiving assistance in installing your piece.

Contact person is Mary Ann Dill Manager of Special Projects
Campus Box 1036, 314-935-6121, Fax 314-935-5564, Dill@wustl.edu
Installation Permission form

Any student, class or group wishing to install artwork on campus must submit this form and appropriate attachments. See the procedure guide.

Name: ___________________________________________ Email: __________________________

Phone/ cell phone: ________________________________ ________________________________

Course number (if applicable): __________________________

Dates of display: from ___________________ to __________________________

Exact location of installation: __________________________

Description of materials used:
________________________________________________________________________________
________________________________________________________________________________

Description of how the piece will be affixed:

________________________________________________________________________________
________________________________________________________________________________

Method of installation:

________________________________________________________________________________

________________________________________________________________________________

What are the possible impacts on people who may pass by the installation?

________________________________________________________________________________

________________________________________________________________________________

How will the area be monitored for safety?

________________________________________________________________________________

________________________________________________________________________________

Please also attach:

- Photos/drawings of the piece to scale, the location, as well as what the piece will look like when installed
- Information for any signage accompanying the art

Reviewed 7/2014