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**Art Project Authorization Form - 2014**

**Name/s:**

**Address:**

**Phone Number:**

**Email Address:**

**Instructor Name & Email Address**

**Timeline of Art Project:**

**Date project will be installed on campus:**

**Date project will be removed from campus:**

**See Guidelines for Art Project Authorization on Back of this Sheet.**

**Description of Project:**

**Project Location Information:**

 **Inside a Building On a Building Exterior In the Campus Landscape**

**Project is: Free Standing Attached to a Building or Wall Imbedded in**

**the Landscape Attached to Landscape Furniture or Features**

**Exact Building and/or Landscape Location… Please Describe in Detail:**

**This Box for Facilities Use Only:**

**Approved to Proceed as Project is Described above.**

**Approved to Proceed with the Project, with the following changes listed.**

**Project Disapproved for the following reasons.**

**Authorizing UI Facilities Officer:**

Facilities Guidelines for Temporary Art Project Installations

**Landscape Guidelines:**

* No damage to the landscape is allowed – **No projects are allowed to be attached to Campus Trees**.
* No pruning or breakage of branches, or any plant removal is allowed.
* No excavation, staking, digging is allowed. There are numerous underground utilities and sensitive plant root systems that need to be protected.
* No bark or mulching material should be removed from any site.
* If any area is disturbed, it needs to be returned to its previous state during your cleanup efforts.
* No hardscape (concrete, asphalt, pavers, brickwork, etc) may be damaged in any way.
* No holes or other perforations are allowed to be made in any hardscape.
* No hardscape or landscape furniture is to be removed, covered, or damaged by your art display. This includes benches, signposts, trash cans, ash pipes, railings, emergency exits, planters, etc.
* You art project may not pose a safety or health risk to any other campus users. It also may not block sidewalk access or usage or entry/egress of any building.
* Please do not place any kind of verbiage or drawings on any permanent vertical surface anywhere on campus. The use of horizontal flat surfaces for latex chalk drawings is acceptable if permission is received beforehand.

**Building Interior Guidelines:**

* No damage to interior walls, ceilings, or floors is allowed.
* No blocking of hallways or doorways is allowed because of safety considerations.
* No blocking of existing light fixtures or emergency/warning/safety devices is allowed.
* No blocking or detouring around stairs or elevators is allowed.
* No “false signage” is allowed that might mislead a building user from safely entering or exiting a building.

**In General:**

The creator of any installed art project is ultimately responsible for any damage or harm that might be created because of it. Please think of the safety of other students, staff, and faculty before proceeding with any project. If you are unsure about something, please ask us. Students will be billed for any damages or repairs to UI Property.

**Facilities Contacts: Please Email this completed request form to the proper authority, with at least 4 weeks advance notice.**

For all Campus Building Exterior & Landscape Installation Projects:

**Charles M. Zillinger** –Director – Facilities – Landscape & Exterior Services. 208-885-6633 or charlesz@uidaho.edu.

For any art projects located inside a Campus Building:

**General Education Buildings** - **Ray Pankopf** – Director – Architectural & Engineering Services. 208-885-7817) or rayp@uidaho.edu **and Tom Fisher** – Building Services Manager – 885-2820 - tfischer@uidaho.edu . ***(Ray/Tom – forward info to Lynn Baird (******lbaird@uidaho.edu******) for notification if Library is approved as a “art site”.)***

**Commons or SUB** -  **Mark Miller** - Asst. Director – Idaho Commons & SUB. 208-885-6958 or millerm1@sub.uidaho.edu.

**University Residences** – **Deedee Kanikkeberg** – Director – University Residences. 209-885-5848 or deedeek@uidaho.edu