

**REQUEST FOR MEDIA INSTALLATION SPACE
OUTSIDE OF DEPARTMENT AREA**

SPACE/LOCATION: _____

INSTALLATION DATE: _____ REMOVAL DATE: _____

REQUESTOR:

_____/_____/_____
PRINTED NAME SIGNATURE DATE

FACULTY APPROVAL:

_____/_____/_____
PRINTED NAME SIGNATURE DATE

**NOTE: INSTALLATION MUST BE REMOVED BY CLOSE OF ABOVE REMOVAL DATE.
FAILURE TO REMOVE INSTALLATION BY REMOVAL DATE WILL RESULT IN REMOVAL AND
DISPOSAL BY FACILITIES DEPARTMENT AND A FINE OF \$100.**

ACKNOWLEDGEMENT:

I HAVE READ AND UNDERSTAND THE ABOVE. I AGREE TO ABIDE BY THE INSTALLATION AND REMOVAL REQUIREMENTS. I UNDERSTAND THAT IF I FAIL TO REMOVE MY INSTALLATION BY THE ABOVE REMOVAL DATE A \$100 FINE WILL BE IMPOSED, WHICH I AGREE TO PAY, AND THE INSTALLATION WILL BE REMOVED AND DISPOSED OF. A FINE MAY ALSO BE IMPOSED FOR ANY DAMAGES TO INSTALLATION AREA.

_____/_____/_____
PRINTED NAME SIGNATURE TELEPHONE NUMBER

FACILITIES APPROVAL: _____ DATE: _____

THIS PAGE MUST BE POSTED AT INSTALLATION SITE

INSTALLATION POLICIES AND SAFETY GUIDELINES

SECURITY

You are responsible for properly securing artwork, AV and digital equipment, and other personal and Institute property used in your exhibition. Equipment must be secure in a manner that does not harm or disable any aspect of that equipment.

CIA is not responsible for theft or damage to student property, or Institute property checked out to you. Theft has been known to happen, so use common sense. Don't leave radios and tools out overnight or unattended. Small items—easily concealed under a coat, in a purse or pocket—are highly vulnerable to theft during the exhibition.

INSURANCE

It is your responsibility to install your work securely to guard against damage, loss, or injury by providing the necessary pedestals etc., with vitrines for extremely fragile work or items made from precious materials and of small dimensions. You may also wish to install stanchions or label such pieces “Fragile, Do Not Handle.” It is better to overly secure your work than to experience a preventable loss.

CIA will not be responsible for theft or damage of art or equipment. The Institute will NOT provide insurance for your work, nor for Institute equipment or materials used in your presentation. You will be financially responsible for any loss or damage.

TRANSPORTATION

You are responsible for transporting all materials and/or artwork to the exhibition site.

PERSONAL SAFETY

While in the exhibition site, always wear shoes and use proper safety protection (safety goggles, gloves, etc.). Alcohol and drug use is strictly prohibited in any CIA building. An alcohol/drug free environment is essential for preventing injuries and maintaining a safe environment. Smoking/vaping is not permitted on campus, with the exception of the designated smoking area outside. Fire escapes are only to be used in an emergency. Never open the windows—ask someone from the exhibition staff to open windows if you need more ventilation. Security personnel are available upon request to escort you to your car during installation/de-installation. Please call ext. 7330 for an escort.

GENERAL GUIDELINES:

- You may NOT exceed the limits of your approved and designated space.
- Installations with a performative element in their work must discuss it with their faculty

advisor and facilities prior to installation.

- Use stable/wide base pedestals for heavy objects to avoid toppling.
- If enclosing AV or digital equipment in a case or container, leave adequate space for proper ventilation of the equipment.

GENERAL FACILITY

- Paths to exits must be no less than 5 feet wide and must not be blocked.
- Door/entry ways to exhibit spaces should be maintained at 36" minimum.
- In accordance with the American Disabilities Act, the exhibition spaces should be wheelchair accessible. Stairs, handrails, elevated pieces, etc. must meet or exceed American Disabilities Act (ADA) and occupational Safety and Health Administration (OSHA) regulations.
- No artwork, object or illumination shall be placed in the line of vision to distract attention from exit or navigational signs.
- Installations maximum height must be 18" below the height of the sprinkler heads or ceiling, whichever is lower.
- **Any ceiling suspended installation requires proper approval from facilities. Any violation is subject to removal.**
- Incorporating CIA safety/security devices (for example: fire extinguishers, exit signs, door alarms, etc.) into student artwork is prohibited.
- Any bulb exceeding 100 watts must be pre-approved by the Director of Facilities.
- Hallway lights must remain ON at all times; no modification to existing ceiling fixtures is permitted.
- Wheels must remain attached to the moveable walls; you are not allowed to remove the wheels for any reason. Any modification to moveable walls must first be approved by facilities.

EXHIBIT

The following policies are intended to protect you, your artwork, and anyone who will view your presentation:

PROHIBITED

- Open flames including, but not limited to candles.
- Blood-borne pathogens (BBP) or BBP sources (no blood, urine, bodily fluids, etc.)
- Oil based paint and solvents. Water-based paints are permitted.
- Animals (alive or dead) and untreated hides.
- Flammable, corrosive, and other hazardous materials.
- Other items deemed to be prohibited under similar circumstances, as determined by the Director of Facilities and the Gallery Director.
- Food items/perishables.
- Water features and other liquids.
- Installations in elevators, restrooms, stairwells and doorways.
- Non-flame retardant materials (ie. Furniture, blankets, sheets, curatins).

SPECIAL PERMISSION REQUIRED

- Any modification to a permanent structure requires approval from the Director of Facilities.
- Any material used to cover windows (paper, etc.) must be flame-proof and certification must be provided to the Gallery Director.
- Large artwork that is made primarily out of fabric and materials for installation should be noncombustible or inherently flame retardant.
- Anchors or bolts to floor and/or walls require approval from the Director of Facilities.
- Surfaces must be returned to original condition.

ELECTRICAL

- Existing electrical outlets must be used in lieu of extension cords.
- All plugs on electrical cords (including extension cords) must be commercial grade 3-pronged, minimum of 12 gauge and AWG & must be UL listed. Power strips must have a ground fault protection.
- Installation of electrical wiring (other than extension cords) and computer cables in conduit (either rigid or flexible) requires approval from Facilities.
- The splicing of bare wires or the use of electrical tape to cover bare wires is prohibited. All wiring shall be in NEC/UL approved electrical boxes and raceways.
- All electrical artwork must be equipped with a power cut-off clearly labeled and accessible.

MAINTENANCE OF WORK

- You are responsible for knowing how to set up and use the equipment needed for your exhibition.
- If your installation requires equipment maintenance, it is your responsibility to maintain it during the exhibition.
- You are responsible for turning on/off AV and digital equipment as well as any other item using electrical current each day during the exhibition period, replenishing any "consumable" supplies (such as bulbs) or literature, and insuring correct web address settings for Internet connections.
- If your installation has an audio component and will be shown in a shared area (and not as part of the screening room projection), you are asked to provide headphones in order not to disturb others.
- We have many visitors and the exhibition space may get dusty so we suggest that you check the condition of your work during your exhibition. Keep in mind that the electricity on each floor is turned off at the end of each day.

Contact information:

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