

**Artwork Installation/Performance Request Form**

Any installation in the building must meet all of the following safety requirements:

1. An installation CANNOT block or impede any fire exit or stair well.
2. An installation must not contain sharp protruding objects
3. You CANNOT install in the elevators.
4. You MUST leave a 42" passageway in all hallways.
5. You CANNOT remove or obscure fire extinguishers.
6. You CANNOT cover or alter any of the exit lights.
7. You CANNOT hang or support objects from the lighting fixtures or tracks.

If you wish to install work on campus, outside of the JLVAC:

1. You must obtain a faculty/staff sponsor.
2. Prepare a written proposal with illustrations and/or drawings (if possible).
3. Contact Facilities Management and establish individual responsibility for the area/architecture/plants/trees, etc. involved in the project.
4. Inquire about the possibilities and restrictions.
5. Make a presentation to the Facilities Management individual responsible for the particular area you require.

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Western e-mail: \_\_\_\_\_@uwo.ca

Dates of proposed installation/performance: \_\_\_\_\_ to \_\_\_\_\_

Location (*please be specific, attach diagram if needed*):

\_\_\_\_\_

Description of Artwork (*attach diagram if needed*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List of any potential Hazards/Disruptions: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied Operations & Communications Manager Signature: \_\_\_\_\_