



University Guidelines for Temporary Exhibits

Arizona State University

Purpose

The purpose of this document is to establish a University guideline for the temporary display of works of art, student projects or related exhibits on the grounds of ASU campuses. Displays and exhibits inside buildings are governed by the policies of the appropriate departments.

Policy

ASU recognizes the value of open expression on campus. To facilitate this expression while recognizing the importance of public safety and access, any individual who wishes to place a work of art or any structure on ASU property must comply with the items outlined below.

1. The individual wishing to place the art or structure on campus must complete and submit a **Request to Place a Temporary Exhibit** to Facilities Management. The request must be submitted on this form, and include all information required on the form.
2. No works or structures will be permitted on University property without the review and approval of the Executive Director of Facilities Management, the University Architect, and the Executive Director of the Capital Programs Management Group (CPMG). Structures erected without these required approvals will be removed immediately. ASU students, faculty and staff will also require the review and approval of the department or college administrator.
3. No structure will be permitted which presents a public safety hazard or which will alter, damage or deface exterior structures, buildings, planters, walkways, turf areas or landscaping. In the event of damage, the individual placing the work on campus must pay all costs for removal and restoration.
4. No works or structures will be permitted to interfere with or create an impediment to persons entering or leaving buildings or events, or traveling across campus.
5. Time of display will not exceed one week, unless the Executive Director of Facilities Management, the University Architect and the Executive Director of CPMG approves a longer duration. A temporary exhibit may be requested for a maximum of 6 months from the date of the temporary exhibit approval.
6. Works or structures that violate this policy will be removed immediately by the University.
7. The individual is encouraged, though not required, to label the work or structure to provide context. ASU will not be held responsible for damage to the works displayed on campus grounds, including damage caused by removal.
8. This policy is not intended to govern news racks or vendor tables. Vendors or student organizations wishing to place tables outside the Memorial Union should contact the Memorial Union Help Desk. No works or structures will be permitted in buildings without review of the department or college administrator.
9. Depending upon the display/exhibit/student project a construction/renovation permit may also be required in addition to this approval.
10. Any and all works or structures have to comply with all applicable federal, state and local laws as well as codes.



ARIZONA STATE UNIVERSITY

REQUEST FOR TEMPORARY EXHIBIT Office of the University Architect (OUA)

Capital Programs Management Group (CPMG)
Facilities Management (FM)

Complete this form and submit to Facilities Management prior to the date you wish to place any temporary art work or exhibit on ASU property. Review and approval will take a minimum of 2 weeks (longer, if a permit is required). **ASU reserves the right to remove or relocate approved exhibits for reasons of public safety or access.**

CUSTOMER INFORMATION	
College/Department:	Date:
Requestor/Contact Name:	Phone:
Requested completion Date:	E-Mail:
CAMPUS:	
<input type="checkbox"/> Downtown <input type="checkbox"/> Polytechnic <input type="checkbox"/> Tempe <input type="checkbox"/> West <input type="checkbox"/> Other (specify location)	
AUTHORIZING NAME and SIGNATURE	
Dean or Non-Academic Director (or above) - signature <u>required</u> prior to processing request	
Print Name and Title clearly:	
_____	_____
Signature	Date

DESCRIPTION OF WORK

1. Attach photo or sketch.
2. Desired location:

3. Brief description (include materials, dimensions, etc.): _____
4. Desired length of display (include dates, if known): _____
5. Name of contact person (please print): _____
6. Additional requirements or conditions (attach extra sheet if necessary): _____

APPROVED BY:		
_____	_____	_____
Executive Director Facilities Management	University Architect Office of the University Architect	Executive Director Capital Programs Mgmt. Group
_____	_____	_____
Date	Date	Date
___ Approved ___ Disapproved	___ Approved ___ Disapproved	___ Approved ___ Disapproved