

Center for the Arts Public Works Request Form

(Form should be submitted a minimum of two weeks prior to installation/performance)

Today's Date: _____

Please print clearly

Student Faculty/Staff Other _____
(If student, provide Faculty Sponsor: _____ E-mail: _____)

Performance Concert Art Installation Other

Name: _____ E-mail: _____ Contact#: _____

Be Advised: Materials used cannot damage the building in anyway: marring walls or floors, for example. Flammable and staining materials are prohibited. Installation/performance cannot create a hazard in any way: fire, tripping, blocking pathways, attached to or blocking emergency apparatus, blocking building signage, etc. Food products that will attract pests are prohibited. Materials not removed by agreed date & time may be discarded.

Installation/Performance Information:

Location Requested: _____ Alternate Location: _____

Date(s) of Work: _____ Start Time: _____ Stop Time: _____

Date & Time of Guaranteed Removal/Completion: _____

Complete List of Materials/Participants Involved:

Describe **in detail** the scope of the project:

Planned methods of installation/work: (Materials used cannot damage the building in anyway.)

Requestor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Building Coordinator Signature: _____ Date: _____

Approved as Submitted Approved with Alterations Denied
(Please see reverse side for alterations.)

Alterations Agreed Upon
Requestor Signature: _____ Date: _____