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 any way: 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: ____________________________