



Department of Art and Art History

Installation Approval Form

For installations in and around:
Art Building (ART)
Doty Fine Arts Building (DFA)

NAME	EMAIL	PHONE
FACULTY NAME	COURSE	
INSTALL DATE	REMOVAL DATE	

LOCATION OF INSTALLATION (BE SPECIFIC)

DESCRIPTION OF INSTALLATION (BE SPECIFIC)

Installation Guidelines / Rules

1. The student is responsible for installation and removal of artwork on the dates listed above.
2. Stairwells, elevators, and entrances to the building must be kept clear at all times. Fire Marshall regulations require that all hallways have a 6' (wide hallways) and 4' (narrow hallways) clearance for egress from the building in case of an emergency.
3. Students may not hang any artwork from the ceiling unless special permission is granted by the building manager, Ron Jameson.
4. Any student whose work causes fire and/or other safety hazards in the Art Building will be asked to remove the work immediately. If the student cannot be contacted in a timely manner, the faculty member will be notified and staff will remove the work.
5. If working outside: no stakes in the ground, no nails in trees, no obstructions to traffic or pedestrian walkways, nothing heavy that could damage the grass. *
6. Students may not hang work on the outside of the building. *

** All proposals for the installation of artwork anywhere except inside the Art Building must be approved in advance through the Chair's office.*

Return Completed Form

This form must be submitted to *both* people below by email (preferable) or printed hardcopy, *prior to* installation of all artwork. Hardcopies may be submitted to respective mailboxes in ART 3.338A.

Leslie Mutchler
Associate Chair
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Ron Jameson
Art Building Manager
ron.photo.hd@mail.utexas.edu