

Temporary Installation of Student Art Work

Policy #:	5008
Current Publication Date:	January 2011
Previous Publication Date(s):	October 2009
Office of Accountability:	Risk Management
Administrative Responsibility:	Director, Risk Management Director, Campus Services & Security Director, Facilities Planning & Management
Approver(s):	Vice-President, Finance & Administration

1. Purpose

When student artwork is installed in OCAD University (“OCAD U” or “the University”) public spaces, it can impact on others. Risk assessment is essential, but does not necessarily mean that artwork needs to be altered in any way. The Risk Management and Campus Services & Security Offices will do everything reasonable to facilitate the safe exhibition of artwork, but reserve the right to refuse any exhibition deemed to have an unacceptably high degree of risk.

2. Scope

This policy applies to student artwork:

- Displayed or installed in OCAD U public spaces; and
- Installed in a classroom where any alternations and/or modifications could cause damaged to physical components of the room.

Please note: this policy does not apply to installations for the Annual Graduate Exhibition. Specific visual inspections of such installations will be conducted prior to the event.

3. Policy

The applicant must complete Appendix 1 of this policy, which may be obtained from the Office of Risk Management and **attach a brief project description (maximum 500 words) and drawing** outlining the proposed project and location (i.e. room number/floor).

The application must include:

- Rationale for the project/installation
- How the space will be used
- Proposed materials, construction methods, mounting techniques, etc.
Students requiring special technical assistance are encouraged to contact a relevant studio technician.

4. Approval Process

1. This written proposal must first be approved by the relevant faculty member(s).
2. This proposal is to be provided to the Director, Risk Management for review at least one week prior to the proposed installation date.
 - a. If approved, the application will then be sent to the Director, Campus Services & Security for the final approval.

b. If not approved, the student will be notified.
In the absence of the Director, Risk Management and/or Director, Campus Services, the Director, Facilities Planning & Management will serve as designate.

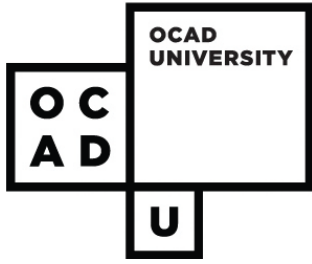
Approval of a competent proposal will be unreasonably withheld, although modifications for safety reasons may be required.

The student must post a photocopy of the approved form with signatures and description of the project prominently beside the installation. Additional copies of approved forms will be kept at the Office of Campus Services & Security, and Security Front Desk, 100 McCaul St

5. Project Guidelines

- Projects must not present any kind of health or safety hazard, including materials used; modifications may be required to satisfy health/safety requirements.
- Restrictions that currently apply to chemical/solvent use in OCAD U studies also extend to any installation in public spaces.
- Project installations should not make undue imposition upon others.
- Projects must not block or obstruct hallways, exits or exit signs, doorways, stairwells, directional or room signage, emergency or courtesy telephones, fire alarms, fire extinguishers, etc.
- All premises used must be returned to their original condition at the expense of the student.
Specifically:
 - Installation of projects may include single-sided tape, nails, small screws etc., but all holes must be filled, sanded and re-painted afterwards (using approved type of paint)
 - Precautions must be taken to avoid getting paint on floors, baseboards, etc.
 - Double-sided carpet tape or double-sided foam tape may not be used, as its removal will permanently damage the wall surface.
- OCAD U has not responsibility for theft of damage to the installed work.
- Student has full responsibility for installation and removal of the work, and for returning premises to their original condition.
- The proposed project, and specifically its content, must receive written approval, in advance, from a supervising Faculty member.
- After the supervising Faculty member's signature has been obtained, the proposed project, and specifically its materials, location, installation methodology, health & safety implications and other details, must receive written approval, in advance, from Risk Management, and Campus Services & Security.
- If either department has concerns about the above matters, they have the right to reject the proposal, or approve it with modifications.

All members of the University community are reminded that they are bound by the OCAD U Health & Safety Policy which requires them to observe safe work practices, and that repeated or deliberate infractions of the Health & Safety Policy may lead to disciplinary measures.



Application for Temporary Installation of Student Art Work

Policy # 5008

Student Name(s): _____

Phone Number(s) of Applicant(s): _____

Email Address(es): _____

Course(s) this work relates to: _____

Faculty member(s): _____

Date installation commences: _____

Date removal concludes (including returning area to original condition): _____

Instructions

Please complete this form and **attach a brief project description (max 500 words) and drawings** outlining the proposed project and location (i.e. room number/floor). Please include:

- Rationale for the project/installation
- How the space will be used
- Proposed materials, construction methods, mounting technique, etc.

Students requiring special technical assistance are encouraged to contact a relevant studio technician.

Project Guidelines

- Projects must not present any kind of health or safety hazard, including materials used; modifications may be required to satisfy health/safety requirements.
- Restrictions that currently apply to chemical/solvent use in OCAD U studios also extent to any installation in public spaces.
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- After the supervising Faculty member's signature has been obtained, the proposed project, and specifically its materials, location, installation methodology, health & safety implications and other details, must receive written approval, in advance, from Risk Management, and Campus Services & Security.
- If either department has any concerns about the above matters, they have the right to reject the proposal, or approve it with modifications.
- The student must post the approved form with signatures and the description of the project prominently beside the installation. Copies of approved forms will be kept at the Office of Campus Services & Security, and Security Front Desk, 100 McCaul Street.

Approvals

I hereby acknowledge and agree to the guidelines outlined in this contract. I agree to install and remove my work, and leave the wall and space in its original condition, on the dates specified above. This includes removal of materials and debris, filling of holes, painting, and cleaning. I understand that any labour and materials required for installation and repairs of damaged premises are my personal responsibility.

_____	_____	_____	_____
Student Name (pls print)	Signature	Student No.	Date

_____	_____	_____	_____
Student Name (pls print)	Signature	Student No.	Date

_____	_____	_____	_____
Student Name (pls print)	Signature	Student No.	Date

I hereby approve this project and its content.

_____	_____	_____	_____
Faculty Member's Name	Signature	Program or Faculty	Date

_____	_____	_____	_____
Faculty Member's Name	Signature	Program or Faculty	Date

I hereby approve this project's materials, location, installation methodology and other details.

Geeta Sharma Director, Risk Management	_____	_____
	Signature	Date

And

Vicki Brown Director, Campus Services & Security	_____	_____
<u>OR designate for either of the above</u>	Signature	Date

Peter Lashko Director, Facilities Management & Planning	_____	_____
	Signature	Date

Personal information is collected under the authority of the *Ontario College of Art & Design Act, 2002, s. 4(1)* and will be used to approve your application to install work on the University campus. If you have any questions about this collection please contact Risk Management, Campus Services & Security, or your Faculty Office.