



TEMPORARY INSTALLATION REQUEST

STUDENT NAME(S): _____

CONTACT INFO: _____

PURPOSE: ____ Independent Project ____ Class Project, with professor: _____

DATE/TIME: Install: _____ De-install: _____

INSTALLATION SITE: ____ Foundation Bldg ____ 41 Cooper Square Floor: ____ Room: ____

Other: _____

Description of work and installation methods:

Please refer to the back page for temporary installation general guidelines.

Temporary Installation Guidelines

All students wishing to install or hang work outside of the classroom during their regularly scheduled class time must receive prior permission from the School of Art.

First Step: Speak with the Exhibitions Coordinator in the School of Art and fill out a Temporary Installation Request Form (reverse side of this page) at least 1 week in advance.

Advanced Planning: Installs that significantly affect travel through a space, require significant drilling, painting or other modifications to a space should be submitted at least 2 weeks in advance. These requests will need to be reviewed by the Head of Facilities.

Spaces: Temporary installations may generally be proposed for most spaces outside of the classroom, including lobbies, hallways, phone booth nooks, and empty classrooms. The stairwells and roofs of each building are prohibited for installations of any kind.

General Rules:

- Work may not stay up for more than 3 days
- Work cannot obstruct egress, i.e. doorways or stairwells
- Work may not interfere with any scheduled exhibitions
- Any installation put up without permission, left up too long, or installed improperly, can be removed

Questions: Contact the Exhibitions Coordinator (corinna.ray@cooper.edu) with any questions, no matter how general or specific.