

Temporary Installation of Student Artwork

Policy #:	5008
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Office of Accountability:	Safety, Security & Campus Operations
Administrative Responsibility:	Director, Safety, Security & Campus Operations; Director, Facilities & Studio Services
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 others. Risk assessment is essential but does not necessarily mean that artwork needs to be altered. The Safety, Security & Campus Operations and Facilities & Studio Services 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 alterations and/or modifications could cause damage 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 [the application form](#) 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 office of Safety, Security & Campus Operations for review at least one week prior to the proposed installation date.
 - a) If approved, the student will be notified, and installation may begin.
 - b) If not approved, the student will be notified with recommendations.

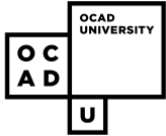
Approval of a competent proposal will not be unreasonably withheld, although modifications for safety reasons may be required.

The student must post a photocopy of the approved form with signatures and a description of the project prominently beside the installation.

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 afterward (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 no responsibility for theft or damage to the installed work.
- The 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 Safety, Security & Campus Operations.
- 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.



Temporary Installation Permit Approvals

Project / Installation information			
Project/Installation name:			
Applicant name:			
Location:			
Start date:		End date:	

Project / Content Approval(s)	
<i>I hereby approve this project and its content.</i>	
Instructor/manager name:	
Program/faculty:	
Signature:	
Date:	
Instructor/manager name:	
Program/faculty:	
Signature:	
Date:	

Location / Safety Approval(s)	
<i>Including the required health and safety modifications that have been discussed in consultations with the applicant, I hereby approve this project's materials, location, installation methodology and other details.</i>	
Environmental Health & Safety representative name:	
Signature:	
Date:	
Facilities & Studio Management representative name:	
Signature:	
Date:	