



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-8102	Policy Title:	Placement of Student Art Installations
Effective:	01/01/2025	Responsible Office:	Office of the Provost
Date Approved:	11/04/2024	Approval:	Executive Vice President and Provost
Replaces Policy Dated:	10/07/2011	Responsible University Official:	Executive Vice President and Provost

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

ACD-8102.1 – Policy Statement

When a student is interested in exhibiting or installing art in non-gallery spaces on campus, the following process will be used regardless of the purpose of the installation or whether it is related to a course in which the student is enrolled.

For display in University spaces already designated as gallery or exhibit space, the student seeking to display their artwork must contact the faculty or staff member responsible for that space.

The student request for either exhibit or installation in a non-gallery space will be made in writing to the Provost and include:

- An image and description of the proposed installation, including its size and materials
- The proposed schedule for the installation (including set-up and take-down, as necessary)
- The proposed location of the installation and the rationale for installation at that proposed site

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- Any specific requirements associated with installation or the exhibit (e.g., temperature control, lighting, electrical needs, care of plants as part of the exhibit)
- Written support of a faculty sponsor who recommends permitting the proposed installation and location.

As a general matter, proposed installations in non-gallery space:

- Should be placed in common student areas or spaces associated with the faculty member or department offering the class for which the project is assigned or otherwise recommending the approval of the installation
- Will not be placed in the Chapel
- Must not interfere with space being used for any of its routine purposes or events
- Should not be affixed to any University property, including but not limited to exterior building walls, existing signs, brick or other walls, lamp posts, etc.
- May not permanently alter any University property
- Will not require the assistance of University faculty and staff for physical installation of the exhibit unless mutually agreed to prior to approval of the installation
- Must conform to fire safety and other building codes
- Will not be permitted in stairwells, bathrooms, or in areas that would impede movement along a hallway
- Must be removed in a timely manner following the close of the approved exhibit period and the installation space restored to its original condition
- Must conform to all related University policies, including the policies outlined in the Standards of Student Conduct

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The student request, with faculty recommendation, will be sent to the Executive Vice President and Provost, who will develop a response in consultation with the Senior Associate Vice President for Campus Operations.

- The proposed timing for the installation or exhibit will be reviewed by Director of Events for any conflicts with existing University events or exhibits.
- The EVP and Provost (or designee) will consult with the University Space Steward for that campus space (as outlined in PRM 1100 – Policy on Space Allocation and Facilities Resources) as well as the primary occupant of that campus space (e.g., Dean in the case of academic buildings or coordinate colleges, VP in the case of administrative spaces, Athletic Director in the case of Athletic spaces).

In determining a response to student requests, the EVP and Provost may approve the installation, approve with conditions (e.g., duration of the exhibit, safety precautions related to installation), recommend an alternate space for the installation, or deny permission for an installation with a written rationale.

The decision of the EVP and Provost is final.

Student art installations that are placed in non-gallery spaces without securing approval as outlined in this policy are subject to removal by the University. The University is not responsible for any damage that occurs to student art installations in non-gallery spaces.

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RELATED POLICIES:

Student Handbook

Statement on Free Expression

PRM-1002 Policy on Space Allocation and Facilities Resources

POLICY BACKGROUND:

Original policy approved on 10/7/2011

Policy was reviewed by University Faculty Council, Academic Deans, and President's Cabinet prior to approval.

Revised policy reviewed by President's Cabinet and approved on 11/04/2024

POLICY CONTACTS:

Executive Vice President and Provost