



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-8102	Policy Title:	Placement of Student Art Installations
Effective:	10/07/2011	Responsible Office:	University Museums
Date Approved:	10/07/2011	Approval:	Executive Vice President and Provost
Replaces Policy Dated:	N/A	Responsible University Official:	Executive Director, University Museums

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. For display in University spaces already designated as gallery or exhibit space, please 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 and include:

- A 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
- Any specific requirements associated with installation or the exhibit (e.g., temperature control, lighting, electrical needs, care of plants as part of the exhibit)

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- Written support of a faculty sponsor who has endorsed 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 sponsoring the project
- Will not be placed in the Chapel
- Must not interfere with space being used for any of its routine purposes or events
- May not permanently alter any University property
- Will not require the assistance of University faculty and staff 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

ACD-8102.2 – Roles and Responsibilities

The student request, with faculty sponsorship, will be sent to the Executive Director of University Museums, who will develop a response in consultation with the Chair or designee of the Art and Art History Department.

- Where the installation is structural or outdoors, the Executive Director and the Chair will consult with the University’s Associate Vice President for Facilities regarding the installation.
- The proposed timing for the installation or exhibit will be reviewed by the Assistant Director for University Events for any conflicts with existing University events or exhibits.
- The Executive Director and Chair of the Art and Art History Department (or designee) will consult with the primary occupant of that campus space (e.g., Dean in the case of academic buildings or co-ordinate colleges, VP in the case of administrative spaces, Athletic Director in the case of Athletic spaces).

In determining a response to student requests, the Executive Director and Art and Art History Department Chair 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, in rare circumstances, deny permission for an installation with a written rationale.

Decisions may be appealed to the Provost, whose decision is final.

RELATED POLICIES:

No related policies

POLICY BACKGROUND:

Original policy 10/7/2011

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

POLICY CONTACTS:

ACD-8102 – Process for Placement of Student Art Installations on Campus

Executive Director, University Museums