

ART/ARCHITECTURE PROJECT/EQUIPMENT LOAN

Department: _____

Instructor: _____

Department phone: _____

Student Name: _____

Student's Phone: _____

Location of project: _____

Description of Project: _____

Date will go up: _____

Date will come down: _____

Grounds Policy for Art Projects:

- You must completely dispose of art/project when finished and completely clean area. **DO NOT THROW ART/PROJECT IN CAMPUS TRASH CANS.**
- Trees cannot be used in projects to hang anything.
- Do not dig any holes in the grass.
- Do not put anything in the shrub/flower beds.
- If you are going to put anything into the ground (stakes, etc.) we will need to walk thru the area with you to make sure you will not hit any sprinkler lines. Stakes must not go down more that 8 inches or be more than 1/2 inch in diameter.
- The student/Instructor will receive a bill for any damage caused to the ground/sprinkler lines or for any project that is not correctly disposed of.
- The Art project be secured and must not impair the safety of others or obstruct walkways. If there is a possible hazard or blocking of walkways, the project must be marked with barricade tape for safety purposes.
- All fountains are off limits for use in any projects.

Item (s) checked out: _____

Date Checked out: _____

Date returned: _____

Equipment Loan:

- A campus order is required as a deposit when item is loaned out. This is not a rental fee, the campus order will be given back if the item (s) is returned in good shape and on time.
- The Department/Student will be charged if item is lost, stolen, damaged or not returned within assigned time.
- The equipment needs to be returned the Grounds Office 4 days after event ends.

Student Signature: _____

Date: _____

Approval of Grounds Department: _____