

## PERMISSION REQUEST for SITE SPECIFIC INSTALLATION AT CSB

**Permission is required for any kind of installation in a public or shared space (inside or outside.)**

Complete this form and obtain all signatures BEFORE you begin any installation.

It is important that fire codes and egress regulations are followed.

Installing on the red walls throughout Civic Square Building is not permitted.

Students are discouraged from installing work on the first floor of CSB.

Please allow at least a week for the form to be reviewed and signed.

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Student

Concentration

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Phone (where you can be reached)

Email (that you check regularly)

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Course

Instructor or Project Advisor

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Install Date and Time

De-Install Date and Time

Proposed Specific Location of Installation:

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On the back of this or on attached pages, please sketch your proposal as it will appear in the space requested.

### Approval Signatures (required before you begin any work)

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Course Instructor or Project Advisor

Signature

Date

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Rich Siggillino, Galleries Coordinator

Signature

Date

By signing, I agree:

- To not do any permanent alterations to any space, wall, floor etc.
- To leave the space/location in the same or better condition that I found it by cleaning, spackling, painting, etc as needed.
- I am responsible for purchase of all materials necessary to return the space to its pre-installation condition.
- I am responsible for any damage done as a result of my installation.
- I understand that if I do not de-install and/or return the space to its proper pre-installation condition within 24 hours of de-installation date, I may be charged an hourly fee for the hire of costly outside contractors to complete this work.

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Student name

Student signature

Date

Once you have obtained proper signatures, [please tape this form to the wall near your installation to confirm approval and protect your piece from being removed.](#)