



**REQUEST FOR TEMPORARY EXTERIOR ART SITE**

**Title of Event:** \_\_\_\_\_

Description of art and proposed location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sketch of Proposed Project:

NOTE: Please use attached UM map to indicate specific proposed location.

Event Start Date/Time: \_\_\_\_\_ Event End Date/Time: \_\_\_\_\_

Name of Individual Responsible for Artwork: \_\_\_\_\_

Mailing Address of Responsible Party: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

The University of Montana – Missoula allows temporary art displays on the exterior of campus which have been approved by the Dean of the School of Fine Arts, the Director of the Montana Museum of Art & Culture, the Director of Facilities Services, the Director of Public Safety, and processed through the University Center Event Planning Office.

Temporary art siting is defined as a display which will not last longer than two weeks. Any siting which exceeds this time frame requires the project to be submitted to the Campus Art Siting Committee for approval. In the event that the proposed site involves the Oval, the President's approval is also required under Facilities Services policy 80.0.

It is required that any request for a temporary art siting on the exterior of campus be submitted to the University Center Event Planning Office at least two weeks before the planned start date for the event. No temporary art siting project can proceed without a completed form returned from the UC Event Planning Office.

Any unauthorized art siting will be removed.

**Dean, School of Fine Arts Approval:** \_\_\_\_\_

**Director, Montana Museum of Art & Culture Approval:** \_\_\_\_\_

**Director of Facilities Services Approval:** \_\_\_\_\_

**Director of Public Safety Approval:** \_\_\_\_\_

**Presidential Approval (if required):** \_\_\_\_\_

**UC Event Planning Approval:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_