

LAND AND BUILDING USE COMMITTEE (LBUC) REQUEST FORM PROCESS

It is the intent of the Land and Buildings Use Committee to help develop policies and exercise ongoing oversight regarding the use and enhancement of our campus surroundings, the protection of the environment, and the maintenance and safety of the campus.

For any projects which substantively affect the buildings or the landscape of the College, the Land and Buildings Use Committee requires this application with all required associated and complete documentation. Permission will be granted only after approval by LBUC.

Projects that are not primarily concerned with the academic and educational work of the College, are concerned with non-class-related events or are sponsored by outside organizations, must be directed to Matt Scott in the Office for Student Engagement in addition to the Land and Building Use Committee.

Because campus buildings and spaces differ in type and use (academic, residential, social, recreational, administrative, etc...) the considerations for the acceptance of proposals may differ between spaces or buildings. At the discretion of the Committee, applicants may be asked to engage building users or representatives, and the Committee may consult with them prior to making final decisions about proposals.

The decision process, depending on the complexity of the proposal, generally takes a minimum of one week, therefore **proposals should be submitted well in advance of their installation dates**. One to two weeks will usually be adequate for short-term installations (like student projects). Longer-term or permanent projects are likely to need longer lead-time. Applicants are also encouraged to discuss anticipated safety and construction questions with Ken Collamore in Campus Safety and Angel Kwasniak in Buildings and Grounds prior to submission, as questions relating to these concerns can often delay the process. Please be as specific and clear as possible when writing the description portion of the application, as requesting additional details can also delay the process.

It also may be helpful to meet with Erin McKenny prior to submitting your proposal, if you have any questions about how to complete the form, or anticipate that your proposal may be more involved.

*** For VA Senior Show work, make sure to discuss your LBUC plans with your Senior Show sponsor before applying to LBUC. If LBUC approves your proposal, include your LBUC paperwork with your Senior Show Application.**

Please submit signed and completed proposals to Erin McKenny at emckenny@bennington.edu (preferred) or drop off at her office in Buildings and Grounds.

LAND AND BUILDING USE COMMITTEE (LBUC) INSTALLATION/ALTERATION REQUEST FORM

Name of Student:

Date:

Date of Graduation:

Name of Academic Advisor:

Name of Instructor (if coursework):

Advisor (if student-directed project):

Is this work for the VA Senior Show?

(For VA Senior Show work, make sure to discuss your LBUC plans with your Senior Show sponsor before applying to LBUC. If LBUC approved, include your LBUC paperwork with your Senior Show Application.)

Contact info (email/phone):

TYPE OF WORK PROPOSED

Is this an addition to the built or natural environment of the campus?

Proposed location (please be specific and/or provide photos or map):

Proposed installation and date:

Proposed date of project deinstallation and restoration of the site to its original condition:

NOTE: Students who leave installations on campus beyond the end of term by default give the College the option to move or deconstruct the installation as necessary for campus operations. Students could be responsible for costs in cases where significant work is required to remove an installation or restore a site to its original condition.

Other persons involved in the project:

Person responsible for maintenance and removal:

Installation/demolition equipment required:

Disruptions to the campus - including pedestrian, vehicular:

DESCRIPTION (Please attach.) Include size (LxWxH), weight, materials, finishes. Attach all relevant photographs and/or drawings which will help to describe the piece. Please also include details and conversations you have had prior to submitting with Campus Safety and/or Buildings and Grounds. Please be thorough.

I certify that I am responsible for this project and all costs associated with its installation, maintenance, and removal.

STUDENT SIGNATURES

APPROVAL (Instructor/Advisor-- required before submission)
