

# INSTALLATION/ALTERATION REQUEST FORM

It is the intent of the Land and Buildings Use Committee to set policies governing the enhancement of our surroundings, the protection of the environment, and the maintenance and safety of the campus.

For any projects which involve the buildings or the landscape of the College, the Land and Buildings Use Committee requires this application and complete documentation. Permit will be granted only after approval by LBUC.

After your instructor signs the form, please submit application and materials to Erin McKenny in the President's Office.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ Name of Advisor: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

Contact info (email/phone): \_\_\_\_\_

## TYPE OF WORK PROPOSED

- \_\_\_\_\_ Independent Sculpture
- \_\_\_\_\_ Addition to the built or natural environment of the campus
- \_\_\_\_\_ Modification of the built or natural environment of the campus
- \_\_\_\_\_ Other

Proposed location (please be specific): \_\_\_\_\_  
(for map, see Elizabeth Pellerin, VAPA E207)

Proposed installation and date: \_\_\_\_\_

Proposed date of restoration to 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.

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

## STUDENT SIGNATURES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPROVAL (required before submitted)

\_\_\_\_\_  
Instructor

Date: \_\_\_\_\_