

## EXHIBITION & FACILITIES USE CONTRACT

Please complete and submit this contract to Environmental Health and Safety in AHM 311 or via email at [aruiz@otis.edu](mailto:aruiz@otis.edu). Installation/presentation may proceed only **after** approval from your Department and the Environmental Health and Safety Manager.

Your Name (Print): \_\_\_\_\_

Your X-Number: \_\_\_\_\_ Course: \_\_\_\_\_

Major / Department: \_\_\_\_\_ Instructor Name (Print): \_\_\_\_\_

1. Location of the project / space used / installation (specify): \_\_\_\_\_

\_\_\_\_\_

2. Description (I.e. dimensions, materials used, means of installation):

\_\_\_\_\_

Will your project require a source of electricity (outlet or battery)?  Yes  No

3. Include a diagram, schematic, or site plan of the proposed project / space / installation!

Date of Contract: \_\_\_\_\_ Installation Date: \_\_\_\_\_

Length of Exhibition: \_\_\_\_\_ Restoration Date: \_\_\_\_\_

All artwork must comply with all applicable state and municipal Fire, Electrical, Health, and Safety codes as well as Otis College Artwork Installation / Presentation Guide.

By signing this Contract, the you agree to restore all used spaces and understands that all inadequate or incomplete repairs will be completed by Otis College Facility Management staff and will result in a restoration fee charge and an administrative action.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's (Name): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Signature

Department chair's (Name): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Signature

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes (for EH&S use only): \_\_\_\_\_