

## Instructions for Projects & Installations Application on Campus

The University encourages projects and installations on the Carnegie Mellon campus. This application form is to assist those who propose to erect or install structures on campus both indoors and out. To ensure safety and good communication within our various departments, approvals are required.

### Signatures:

Installations or displays, require approvals by 6 individuals. Since review may take a few days to collect the appropriate signatures, applicants should plan appropriately.

You should have a supervising faculty member and/or advisor review the application and supports this project.

### Responsibility:

Applicants are responsible for installing and removing all projects and displays in accordance with the times noted on their application. We ask students and applicants to be considerate of the grounds and areas adjacent to the installation, and to return the site to its original condition upon completion. Student accounts will be charged if the university must repair any damages or remove material.

Applicants should keep a copy of this application for the duration of the installation period.

### Materials:

All combustible materials must be treated with a flame retardant approved by Environmental Health & Safety. The student(s) must furnish and remove all materials used in the exhibit. Security of the display is also the responsibility of the exhibitor. Notify University Police at 8-2323 if you wish them to provide additional security.

### Maps, Details & Drawings:

For both interior and exterior installations, include appropriate location on a floor plan or map and detailed drawings of the project. These details should be submitted with application form.

Drawings should be to scale and maps can be located at:

<http://www.cmu.edu/about/visit/campus-map.shtml>

### Structural Building Guidelines:

All applicable sections of Carnegie Mellon's Structural Building Guidelines are to be followed in the construction and display of this project. The guidelines can be found at: <https://www.cmu.edu/ehs/Workplace-Construction/student-safety.html>

## Projects & Installations Application

### Contact Information

Contact Name: \_\_\_\_\_

Contact Andrew Email (ex. [abc@andrew.cmu.edu](mailto:abc@andrew.cmu.edu)): \_\_\_\_\_

Organization/Department Affiliation: \_\_\_\_\_

Staff/Faculty Advisor (if applicable): \_\_\_\_\_

### Installation Information

Project Name: \_\_\_\_\_

Briefly Describe Project and what it entails:

Project Display Location: \_\_\_\_\_

- Has this location been reserved/confirmed: Yes or No or Pending  
(by whom: \_\_\_\_\_)
- Please attach map of outside/inside location

If outside, will you be seeking a rain location or rain date for your display? If yes, what location and/or date?

Project Display: (start date): \_\_\_\_\_ to (end date): \_\_\_\_\_

Project Set-Up/Tear Down (if different from above):

(set-up date): \_\_\_\_\_ / (tear down): \_\_\_\_\_

Will you need to anchor/stake anything down into the ground for your event? Please explain.

### Materials to be Used

List all materials to be used in constructing, forming, and finishing the project (to include all material to be brought on site for the purpose of completing the display):

Will any hazardous materials be used in constructing the project? If yes, then explain.

**SIZE AND DIMENSIONS OF PROJECT:**

List the overall dimensions of the project, i.e., height, length, width, and describe how components are to be connected, i.e., nails, screws, bolts, glue, etc. Include diagram(s) illustrating this information and also showing where the project is to be situated at or within its intended location.

**ADDITIONAL DETAILS AND INFORMATION:**

Please insert any additional information regarding the project that you may feel is helpful:

**IMPROVEMENTS OR CONDITIONS.**

After review of the project, the display/installation application is:

Conditionally Approved

Applicants must meet the following additional conditions:

**I will construct my project according to the plans submitted above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVAL SIGNATURES:**

Approvals are based on modifications agreed to above.

- 1) \_\_\_\_\_ (Date)  
(Director of SLICE)
- 2) \_\_\_\_\_ (Date)  
(FMCS Director, Client Services)
- 3) \_\_\_\_\_ (Date)  
(Manager, Insurance Services)
- 4) \_\_\_\_\_ (Date)  
(Director, FMS Facilities Operations)
- 5) \_\_\_\_\_ (Date)  
(Director, Environmental Health & Safety)
- 6) \_\_\_\_\_ (Date)  
(Office of the Dean of Students)