

Temporary Structures and Installations
Application User Quick Reference

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USERGUIDE CONTENT

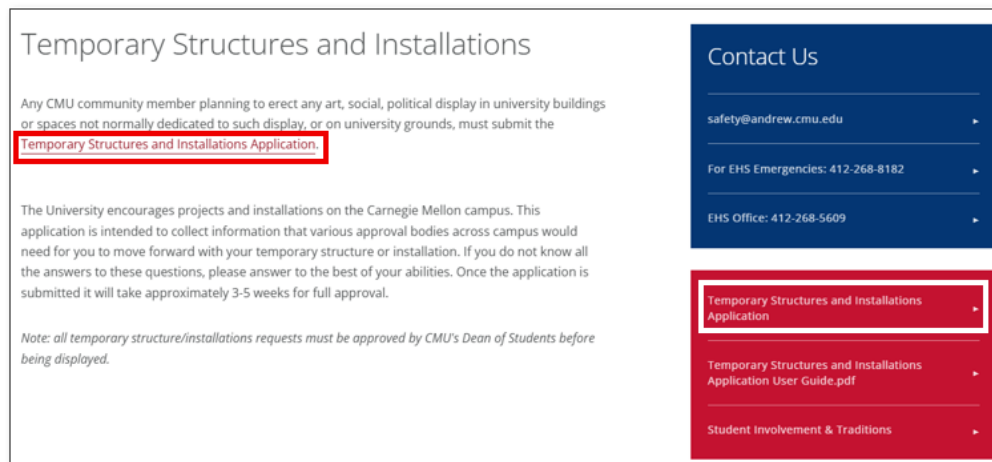
This Temporary Structures and Installations Application user guide provides direction regarding the completion of the application.

To access the Temporary Structures and Installations web page select the following link:

<https://www.cmu.edu/ehs/Workplace-Construction/temporary-structures-and-installations.html>

On the web page, the application can be accessed by selecting the following link:

<https://www.cmu.edu/student-affairs/sit/student-org-resources/forms.html#general>



COMPLETING THE TEMPORARY STRUCTURES AND INSTALLATIONSAPPLICATION:

Select either of the links noted above to access the Temporary Structures and Installations Application:

<https://www.cmu.edu/student-affairs/sit/student-org-resources/forms.html#general>

The web login screen for TartanConnect will appear:

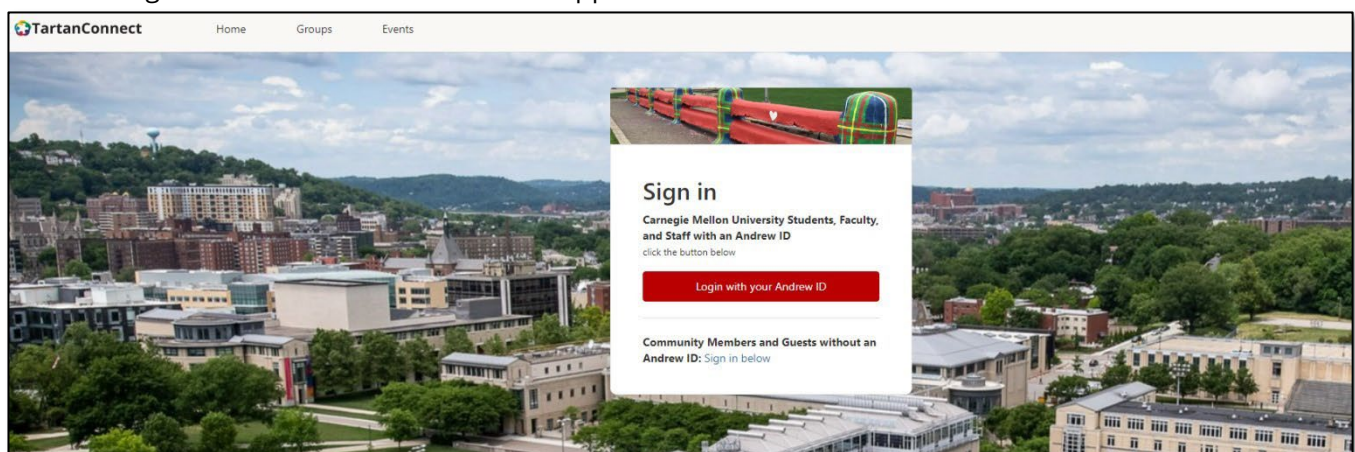


Figure 2 TartanConnect Login Screen

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After logging in, you will be directed to the Temporary Structures and Installations Application. The beginning of the application describes the purpose and the steps included in the review process. At the bottom of the application, the requester can save as a draft at any point during the process.

The screenshot shows the top portion of a web application. At the top left is a clipboard icon followed by the title "Temporary Structures & Installations Application". To the right of the title is a "Save As PDF" button. Below the title is a paragraph explaining the form's purpose: "This form is intended to collect information that the various approval bodies across campus would need in order for you to move forward with your temporary structure or installation. If you do not know all the answers to these questions, please answer to the best of your abilities." Below this is a section header "Application". Underneath, it states the timeline: "Timeline: 3-5 Weeks from submission to full approval" and includes a note: "Note: all temporary structure/installations requests must be approved by CMU's Dean of Students before being displayed." A section titled "Temporary Structures & Installations Application Review Process:" follows. It contains four numbered steps: Step 1 describes receiving a tentative hold from the SLICE Office; Step 2 describes moving to the Campus Partners Approval Stage involving EHS and Facilities Management Services (FMS); Step 3 states that final approval comes from CMU's Dean of Students; and Step 4 states that once approved, all parties will receive a notification.

Figure 3 Application Information

This screenshot shows the "Attribution Statement *" section of the form. It features a large text input area. Below the input area is a paragraph of instructions: "This will need to be printed out & properly displayed alongside your project. This will need to include the art 3-5 sentences providing context about your project. This statement will need to be properly-protected from must stay adjacent to the project." Below the instructions is a light blue box containing the text: "Thank you for your application! Please Meet with a SLICE Staff Member if you have any questions about the process." At the bottom left of the form, there is a "Save As Draft" button, which is highlighted with a red rectangular border.

Figure 4 Save Draft Option

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Once through the introduction, the various application fields can be found. The fields noted with a red * indicate required fields.

The first part of the application gathers details on the applicant:

- Contact Name and Email
- Organization or Department Affiliation
- Staff or Faculty Sponsor Name and Email



The screenshot shows a form titled "Applicant's Information". It contains five input fields, each with a label and a red asterisk indicating it is required. The first field is "Contact Name" with a dropdown menu showing "Start typing and wait for suggestions...". The second field is "Contact Email (CMU Affiliates must use Andrew Emails: xyz@andrew.cmu.edu)". The third field is "Organization or Department Affiliation". The fourth field is "Staff or Faculty Sponsor Name". The fifth field is "Staff or Faculty Sponsor Email (CMU Affiliates must use Andrew Emails: xyz@andrew.cmu.edu)".

Figure 5 Applicant's Information

The second portion of the application requests information regarding the project that will be displayed, which includes:

- Project Name
- Description of Project



The screenshot shows a form titled "Project Details". It contains two input fields, each with a label and a red asterisk indicating it is required. The first field is "Project Name". The second field is "Description of Project".

Figure 6 Project Details

The third part of the application requests information regarding the display location and reservations:

- Project Display Location
 - Location Reservation Status
 - Location has been reserved
 - Location reservation is pending. Please write why it is not confirmed below.
 - Location has not been reserved. Please write why it is not reserved below.
- Comments

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- Reserved by, Name and Email

Project Display Location *	
Location Reservation Status *	☐ Location has been reserved. ☐ Location reservation is pending. Please write why it is not confirmed below. ☐ Location has not been reserved. Please write why it is not reserved below.
	Comments:
Reserved by [Name, Andrew Email]: (Leave blank if you also were the contact for reserving the space).	

Figure 7 Project Display Information

The next section documents the dates the display will be installed or in place and then removed:

- Project Display Start Date
- Project Display End Date
- Project Display Set-Up Date (if different than start date)
- Project Display Tear Down Date (if different than end date)
- Describe how your project will be affixed to the surface(s)

Project Display Start Date *	 Applicants are responsible for installing and removing all projects and displays in accordance with the times noted on their application.
Project Display End Date *	 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.
Project Display Set-Up Date (if different than Start Date)	
Project Display Tear Down Date (if different than End Date)	
Describe how your project will be affixed to the surface(s)	

Figure 8 Project Display Timeline

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Next, the applicant needs to document the materials used. Note, all combustible materials must be treated with a flame retardant approved by Environmental Health and Safety. The applicant must furnish and remove all materials used in the exhibit. The information requested includes:

- Materials Used
- Hazardous Materials (enter N/A if none)
- Overall Dimensions of Project
- Any Additional Details

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.

Materials Used *

Hazardous Materials (enter "NA" if none) *

Overall Dimensions of Project *

Additional Details?

Figure 9 Materials Used in Project

For both interior and exterior installations, include appropriate location on a floor plan or map and detailed drawings of the project. Drawings should be to scale and maps can be located at: <https://www.cmu.edu/visit/visitor-information>

Please upload a true-to-scale rendering of your project. *

Upload file

For both interior and exterior installations, include appropriate location on a floor plan or map and detailed drawings of the project.

Drawings should be to scale and maps can be located at: <http://www.cmu.edu/about/visit/campus-map.shtml>

Figure 10 Project Rendering

Finally, the applicant is required to document the attributes of the project. This portion of the application will need to be printed out and displayed alongside the project. Attributes should include the artist’s name, email and 3-5 sentences providing context about the project.

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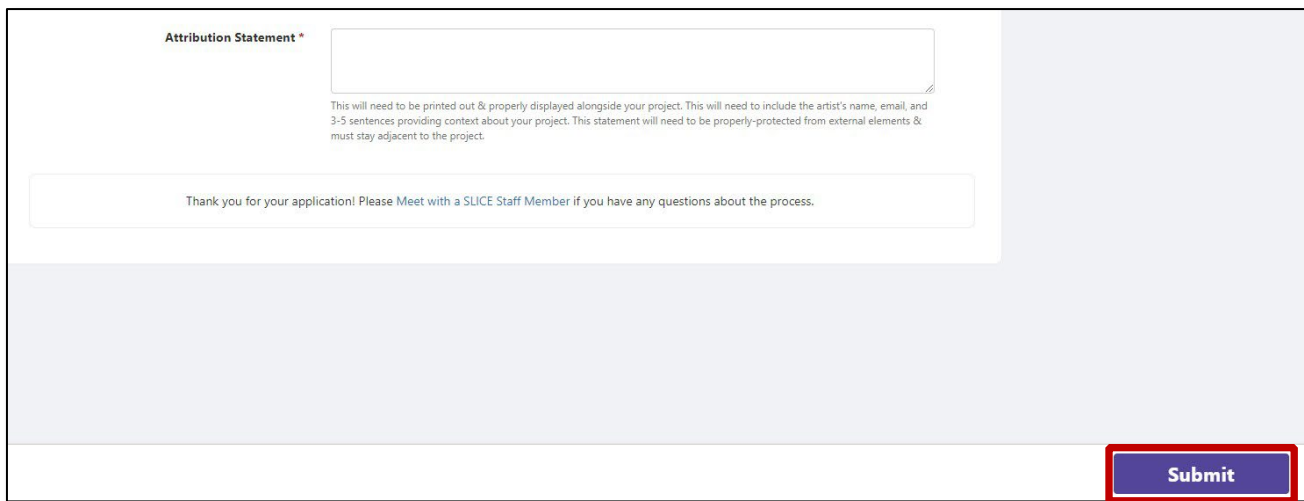


Attribution Statement *

This will need to be printed out & properly displayed alongside your project. This will need to include the artist's name, email, and 3-5 sentences providing context about your project. This statement will need to be properly-protected from external elements & must stay adjacent to the project.

Figure 11 Attributes

Once the application has been completed, click the submit button. The completed application will be emailed to SIT for review and initiation of the approval process.



Attribution Statement *

This will need to be printed out & properly displayed alongside your project. This will need to include the artist's name, email, and 3-5 sentences providing context about your project. This statement will need to be properly-protected from external elements & must stay adjacent to the project.

Thank you for your application! Please Meet with a SLICE Staff Member if you have any questions about the process.

Submit

Figure 12 Application SubmissionButton

For questions or assistance with the application process, email sitoffice@andrew.cmu.edu.