



Name of Policy: Installation of Artwork in Public Spaces
Source: Academic Affairs and Plant Services
Date Revised: June 2016
Form to Complete: Art on Campus Installation Request Form, see Academic Affairs to initiate form

**Policy:**

Students may put their work on view in public areas on campus with proper approval.

**Procedure:**

To propose an installation, students are required to complete an Art on Campus installation request form, available in the Academic Affairs Office, located on the first floor of Vanderslice, and online on MyKCAI under forms and handouts. The completed form should include a description of the work, medium, proposed location, dates and a signature from the student's academic department chair. The requesting student will be responsible for installation, de-installation, and maintenance of the work while on view, safety of viewers, and reclamation of the site.

Forms must be submitted to the Director of Facilities and the Executive Vice President for Academic Affairs for final approval and ***at least three business days in advance of the proposed installation dates.***

The student may be responsible for fees if KCAI property is damaged during the installation or de-installation of the artwork, as well as if the student does not remove the artwork appropriately and at the time agreed upon.