PENNSYLVANIA ACADEMY OF THE FINE ARTS
Certificate/BFA Program Installation Room Contract

(Submit form to Registrar's Office at least 1 week prior to scheduled date)

Name:_____ Installation Room:_____

Scheduled From: _____ To: _____

Please describe your Installation Room project and what methods and materials you will use. (use back of form if necessary)

I agree to the following **Installation Room Regulations:**

1. A space has been reserved on the Installation Room Schedule, which is on a first come, first serve basis. Each student may use an Installation Room only once a semester unless there is a vacancy 24 hours before the room is to be used.
2. Submit a project proposal at least one week prior to the date the room is scheduled. The project must be approved by the Registrar's Office to be able to use the Installation Room.
3. All studio policies and regulations (as described on page 26 of the PAFA Student Handbook) must be followed including no live animals, firearms, fire arms, open flames and liquids that can damage walls or floors (an approved waterproof barrier may be used). The floors cannot be painted, drilled into or altered in any way but may be covered with materials. Studio walls may not be significantly altered (i.e.- holes cut out, etc). Also, if audio is used it must be listened to through headphones as to not disturb students in adjourning studios.
4. Please be considerate of students in adjourning studios during construction in the installation space.
5. The working space, including the floors, must be restored to their original condition at the termination of the project. The room will be inspected and further repairs may be required, please allow sufficient time to restore the room.
6. The Academy cannot be responsible for damaged or stolen work or equipment from an unlocked Installation Room.
7. Violations will result in the use of Installation Rooms being denied in the future.

Student Signature:_____ Date:_____

I will have the Installation Room repaired for the next student by:_____

For Office Use:

Installation Project approved:_____ Date:_____

Installation Room repaired:_____ Date:_____

Date key given:_____ Date key returned:_____

Comments: