

Procedure for Obtaining Approval for Art or Other Visual Installations on the University of Massachusetts Amherst Campus

The University encourages the display of public art and other visual installations which are thought provoking, encourage discussion, or which create joy through beauty or whimsy. It is the role of University Public Art Committee (UPAC) to site these installations, ensure that they do not pose a physical hazard, and review the installation's proposed content in relation to the mission of the University.

This procedure is to be used by students, staff, faculty, or other members of the University community and applies to the installation of all art or other visual installations. A typical project takes 2 to 6 weeks for approval depending upon the size, construction, and longevity of the installation.

Step 1: The requestor initiates a Service Request Entry through the Physical Plant web page <http://www.umass.edu/physicalplant/> and in the description of the work identifies the work as a 'Public Art Installation'.

Step 2: The Work Management review will assign the project to the Design and Construction Management (DCM) UPAC member.

Step 3: The DCM UPAC member will contact the requestor and set up a meeting with the requestor and the Director of Grounds.

Step 4: The Director of Grounds and the DCM UPAC member will meet with the requestor and determine feasibility, degree of involvement and assist the requestor in preparing for UPAC review. Simultaneously the proposal will be submitted to the Art Review Subcommittee.

Step 5: UPAC review.

Step 6: If project receives UPAC approval, the Director of Grounds and the DCM UPAC member will assist the requestor in obtaining the following permits when required.

- Land Use Permit
- Digsafe
- Building permit.