# Application for the Acceptance, Commission or Installation of Temporary Public Art at the University of Virginia 1.8

*The* [*Committee on Public Art*](https://provost.virginia.edu/quick-guide/university-committees/public-art) *advises the Executive Vice President and Provost on issues related to the acquisition and placement of works of art in public spaces outside the curated collections of the University.*

*The Committee serves as an advocate for the artist’s vision while considering the University’s interests relating to social, historical, cultural and political issues in the selection and placement of public art. The following approval process is intended to guide and protect both the artist and the University of Virginia.*

*Guidance regarding the acceptance, commission and installation of “temporary” public art may be obtained through the Chair or the Executive Secretary. The Committee’s charge covers all outdoor areas on the University grounds, excluding areas directly surrounding a building, where the work is part of the curriculum or program and can be considered an extension of the classroom.*

*This form must be completed and received by the Committee at least 60 days prior to contract closure or installation to allow for adequate review. In the case of student projects, a 45-day period will be allowed. In all cases the Committee should be involved as early as possible. This is especially true with artists from outside the University community. Committee recommendation and approval by the Provost’s office is required prior to finalizing agreements or signing contracts.*

*The Committee on Public Art will strive to act within 30 working days of receiving a proposal. An additional 10 working days are allowed for Provost approval. Approval is not automatic. The Committee does not provide funding.*

Application for Display/Installation of Temporary Works of Art

1. **Title, Description & Justification of Artwork**
2. Title of proposed work:
3. Artist(s) names:
4. Description of the artwork to include photographs or drawings, dimensions, weight and the type of material(s). *Photographs or other documentation of similar completed work may be helpful to the committee.*

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1. Provide a brief statement of the main artistic intentions or ideas behind the artwork.

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1. **Proposed Location of the Artwork**

*\*\*Support/acknowledgement from departments/units near the proposed location is required. Please indicate below who you reached out to and if support for the proposal was granted.*

* 1. Primary location (boxes will expand as needed)

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* 1. Justification for particular site: Please consider social, health, safety, historical, cultural and political issues in the selection and placement of the artwork.

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* 1. List of all neighboring stakeholders (names & where they represent) and their responses.

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Preparation of site required? Yes or No:

If yes, describe:   
Estimated cost: $

Restoration of site needed? Yes or No:

If yes, describe:   
Estimated cost: $

* 1. Alternate location:

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* 1. Justification for particular site: Please consider social, health, safety, historical, cultural and political issues in the selection and placement of the artwork.

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* 1. List of all neighboring stakeholders (names & where they represent) and their responses.

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Preparation of site required? Yes or No:

If yes, describe:   
Estimated cost: $

Restoration of site needed? Yes or No:

If yes, describe:   
Estimated cost: $

1. **Installation of proposed artwork:**

*\*\*Installation must include a public label with a title, artist, and website address/QR Code for more information.*

Installation date/time:

Removal date/time:

Installation cost: $

Removal cost: $

Person responsible for installation and removal of artwork:

1. **Liability (risk to artwork, the environment and the public):**

*\*\*For installations over one day, Facilities Management must be contacted to approve of the installation plan and instruct on any further considerations, prior to submitting this application.*

Appraised value: $   
Insurance: $

Person/Unit responsible for insurance, maintenance, and conservation:

Facilities Management contact and response:

1. **Funding source(s) for above art, installation and removal, liability, etc.**  
   *\*\*Must list UVA Worktag to use in event that removal or restoration is not fulfilled.*

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1. **Completed Application**
2. Primary Contact Name + Email address:
3. Additional Person(s)/Unit(s) submitting this application – including email address(es):
5. Date of submission: