

Art and Architecture Installation Guide

Please begin this process for approval **at least 7 days prior to your planned installation date.**

1. Reserving Your Space

You must properly reserve the area that you wish to install into. CSL currently reserves the spaces below. To reserve one of these spaces, contact CSL at 510.642.5171 or leadership@berkeley.edu. You may also stop by 102 Sproul Hall.

- Barrows Courtyard
- Campanile Esplanade
- Kroeber Plaza
- South Treeline
- Faculty Glade
- Ishi Courtyard
(Dwinelle Hall)
- Lower Sproul
- Memorial Glade
- Sather Gate Crescent
- VLSB Lawn
- Upper Sproul/Savio Steps

All other spaces on campus must be reserved with the appropriate building manager. If you are unsure who this individual is, please contact CSL at 510.642.5171.

***You must specifically inform the entity reserving the space for you that your request is for an installation project.**

2. Requesting Installation Approval from Physical Plant

The Berkeley Campus Regulations do not allow any objects or materials to be affixed to any campus facilities or natural features (buildings, lawns, gates, trees, bridges, pathways, etc.). In order to install your piece you must request an exception to this policy. Contact the Theron Klos in the Physical Plant Grounds Department at 510.642.7408 to make this request.

3. Requesting Installation Approval from CSL or Building Manager

Once you have received permission for the installation from Physical Plant, submit a copy of the approval to either CSL or the proper Building Manager, along with your request to install at their specific facility. The person in charge of reserving your space will make the final approval based on the recommendations of Physical Plant and their own policies.

Formatting Your Requests:

When submitting your Request to CSL, Physical Plant, or a Building Manager, include the following information:

- Name, phone, email, and course name/number (if applicable)
- Exact location of the installation
- Dates the project will remain on display in this location
- description of the materials used for the project
- Description of how the piece will be affixed to the location
- Method of installation
- Photos/drawings of the piece, the location, and what the piece will look like when installed in the location
- Possible impact on people who may pass by the installed project
- How the piece and the area will be monitored for both human and facility safety

Tips & Things to Consider:

When coordinating your installation you may wish to consider the following:

- In attaching a piece to a lawn or tree, you may not use nails, tacks, stakes, tape, screws, etc.
- The piece cannot block or obstruct any pathways for either pedestrians or emergency vehicles.
- Will your request require sprinklers to be shut off or lawn mowing to be altered?
- Is the piece highly controversial or might it draw protest? If so, should you notify UCPD (642-6760)?
- How will you make sure that no one tampers with your piece if you are not around?
- You may wish to include a sign or information about the piece for people who are interested.
- Is there any additional information you could give to CSL, Physical Plant, or a Building Manager?

Note: If you are using a ladder or other tool to install your piece, you must do so in a safe manner. If you do not request assistance from Physical Plant, you must understand that you may not hold either Physical Plant, CSL, Campus Life and Leadership, nor the University of California liable or at fault for any injury or damage caused to yourself or property which may occur as a result of not receiving Grounds assistance in installing your piece.