

OTIS COLLEGE OF ART AND DESIGN

Exhibition & Facilities Use Contract

Please submit the completed contract form available on [Formstack](#) or via email at mahmed@otis.edu. Installation and presentation of the project may proceed only after approval from your Department head and the Operations Manager. To complete the form, you will need the materials required for the project/exhibition, plan to assemble or put together your art piece/project, location, schedule, and length of the exhibition or event, and clean-up procedure upon completion. For any questions, contact **Mohammed Ahmed, Operations Manager @310-294-2641** or mahmed@otis.edu.

Name (Print):	<input type="text"/>	X-number:	<input type="text"/>
Phone Number:	<input type="text"/>	E-mail:	<input type="text"/>
Instructor Name:	<input type="text"/>	Major/Department:	<input type="text"/>

1. Location of the project/space used/installation (Specify):

2. Description (i.e., dimensions, materials used, means of installation)

Does your project require a source of electricity (outlet or battery): Yes No

3. Include/attach a diagram, schematic, or site plan of the proposed project/ space/Installation.

Date of Contract:	<input type="text"/>	Installation Date:	<input type="text"/>
Length of Project:	<input type="text"/>	Restoration Date:	<input type="text"/>

All artwork projects or any other installation must comply with all applicable state and municipal Fire, Electrical, Health, and Safety Codes, as well as Otis College Artwork Installation Guide.

By signing this contract, you agree to restore all used space and understand that all inadequate or incomplete repairs will be completed by Otis College Facilities Management staff and will result in a restoration fee charge and administrative action.

Your Signature:	<input type="text"/>	Date:	<input type="text"/>
Instructor's (Name):	<input type="text"/>	Signature:	<input type="text"/>
Department Chair (Name):	<input type="text"/>	Signature:	<input type="text"/>
Signature (Ops Mgr.):	<input type="text"/>	Date:	<input type="text"/>



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List any additional notes relevant to the proposed artwork/exhibition/presentation project:

Notes (for Operations Mgr. use only):

