

COLGATE UNIVERSITY

Facilities Department

The purpose of this form is for students to obtain permission for temporary installations associated with course work on the Colgate campus. Students are required to submit this completed form to the Facilities Department (facilities@colgate.edu) at least two weeks - three weeks recommended - prior to installation. Students must obtain the sponsoring department signature (typically from the instructor of the course the installation is associated with) prior to submitting the form to the Facilities Department. The request will be reviewed by the Director of Facilities Operations and the University Property Committee Chair and sent to the AVP of Facilities for approval. The sponsoring organization or department will be sent a final copy of the approved or denied request.

1. Briefly describe your installation. Please indicate dimensions and materials.
2. Please indicate the location of the installation.
3. State your installation and removal dates.
4. Indicate any special assistance your installation may require; i.e. electrical soundings, special set-up or removal assistance, etc.

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I hereby agree that I will install my work on _____ and that I will remove it on or before _____. If I fail to remove my installation I agree to reimburse the University for any removal charges that are incurred.

(Student Signature)

(Date)

(Print Student's Name)

(Date)

(Sponsoring Department Signature)

(Date)

(Director of Facilities Operations)

(Date)

(Associate Vice President for Facilities)

(Date)

(University Property Committee Chair)

(Date)