



# OTIS COLLEGE OF ART AND DESIGN

## Artwork Installation/Presentation Guide

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## How can we help you realize your project?

OTIS thrives on students' imagination, creativity, and resourcefulness as producers of art and design. We aim to assist with installation, presentation, and performance needs in a way that assures a safe and healthy environment for all. Accordingly, **PLEASE FOLLOW THIS GUIDE** and consider all relevant categories listed below when planning and exhibiting artworks on campus so that we can best support your vision and help you realize your project.

## Health and Safety

For students' protection, all are required to wear Personal Protective Equipment (PPE) whenever using power tools, manually drilling, cutting, polishing, applying aerosols, or working with chemicals on campus. Furthermore, any artwork and its presentation may not feature nor include the use of:

- Hazardous chemicals
- Pervasive or noxious odorous materials (use water-based paints with a VOC concentration of less than 50 ppm only when painting walls, canvases, or projects indoors)
- Perishable food items
- Prescription or over-the-counter medications
- Uncontained liquids or pressurized gases
- Weapons or objects that resemble weapons
- Unprotected sharp edges or points, such as exposed broken glass shards or needles
- Live animals or insects
- Pathogenic items like blood, body fluids, taxidermy, carcasses, body parts, or decomposing organic material
- Mechanical or moving parts without adequate clearance for each moving part's path of motion, and an emergency electrical shut-off within ten (10) feet.

## Form and Content Considerations

Student installations, presentations, and performances **may not** exhibit discriminatory content or harassment of any protected group or sexual status, hate speech, or messages intending to incite violence, harassment, or discrimination. Where content could be interpreted as offensive on campus, **Parental Guidance warnings** should be posted near exhibited materials or activities in consultation with instructors and/or the Operations Manager.

When planning, rehearsing, or performing time – or body-based works, OTIS reserves the right to limit performers' actions that may present a risk of injury, damage, mutilation, or duress upon the body of the performer, the audience, or other participants.

## **Use of College Facilities for Art Exhibitions**

### **Facility Use Contracts**

Students planning to install and exhibit artwork on campus must complete an ***Exhibition & Facilities Use Contract*** (available on the OTIS website). For contract approval and recommendations, please visit or call the ***Operations Manager*** at X2609 or send your request via email at [mahmedseid@otis.edu](mailto:mahmedseid@otis.edu). Since all members of the OTIS community, including students – must comply with all Federal, State, and Local Fire, Building, and Health & Safety codes when preparing presentations, installations, exhibitions, performances, film shoots, projects, and activities on campus. The approved ***Exhibition & Facilities Use Contract*** should be completed and turned in at least **48 hours** in advance of the planned installation.

Any exhibition, installation, project, or performance on campus undertaken without an approved Exhibition Contract will be subject to removal unless produced under the direction/supervision of OTIS faculty in the course of assigned or in-class activity in preparation for a class or critique.

Any installation must be removed from the campus on the day of the class (installations involving specialized wall mounting, suspension, or electrical connection remain subject to a safety inspection). When in doubt, consult with your instructor and/or the Operations Manager.

***\*\*It is your responsibility to install and remove your installation or exhibit and to restore the selected space to its original condition by the date and time agreed to in Exhibition & Facilities Use Contract.***

### **Prevention of Obstructions**

Student artwork shall not obstruct, or block fire exits, escape pathways, fire-rated corridors, aisles, doors, stairwells, and staircases while in development, installation, or on display.

Sound judgment needs to be taken during the development and installation of artwork. Consult with your faculty, shop technicians, or the Operations Manager when needing assistance or support in the development and installation of your artwork to prevent any obstructions as mentioned above.

Student artwork suspended from a ceiling or ceiling structure must hang at least 80 inches from the ground in areas of foot traffic to maintain a free path of egress without obstructions. Mounted fixtures cannot project horizontally over walking surfaces more than 4 inches (excluding fire-rated corridors). Three (3) foot wide aisles and doorways must be maintained inside the gallery, classroom/studio, and assembly areas. All areas on campus that are accessible to the public must be accessible to handicapped persons.

### **ADA Compliance**

OTIS College is committed to the full accessibility of our campus, programs, and activities to all individuals with disabilities. OTIS College will make a good-faith effort to provide reasonable accommodation for qualified faculty, staff, visitors, and students in compliance with Section 504 of the Rehabilitation Act.

All galleries, classrooms/studios, and assembly areas will maintain 36-inch-wide aisles and 32-inch-wide easy

entry and exit. Student artwork may not be installed in such a way that ADA requirements may be compromised in any OTIS facility.

### **Emergency Equipment**

Student artwork and other objects **may not** be suspended from life safety devices, i.e., “fire sprinkler pipes and sprinkler heads”, or any electrical conduit, water, or sewer pipes.

Tampering with any life safety device, i.e., fire extinguishers and fire hydrants on campus or on adjacent streets, is a felony. Tampering with smoke detectors, fire alarm pull stations, automatic door closers, evacuation plan displays, exit signs, smoking restriction signs, and emergency lights are prohibited and is a crime.

The installations, presentations, and performance of student artwork shall-not obstruct or block any life safety device, system, or component.

### **Fire Safety**

Student artwork shall not utilize burning candles, incense, flames, or smoke. Mechanical smoke or fog emitters are prohibited. Portable enclosed controlled burner set-ups (i.e., furnaces or smelters) are subject to safety and fire control assessment. Also, suspended installations must have a minimum of 18-inch clearance from any fire sprinkler head for fire suppression purposes.

All flammable materials (such as acetone, benzene, toluene, isopropanol, and turpentine) must be stored inside a rated fireproof cabinet. Only a small amount of flammable material may be dispensed and kept available for immediate use during classes or work sessions.

### **Electrical Lines and Fixtures**

Student artwork shall-not be suspended from, affixed to, prevent the normal function of, nor block access to any electrical lines or fixtures. Underwriters Laboratories (UL) rated extension cords and power strips shall be used for temporary use only and may not be affixed to structures, extended through walls or ceilings, nor run across walkways (unless a rigid cord cover is used).

Extension cords and power strips shall-not be joined in a “daisy chain.” All extension cords and power strips will supply power directly from a source outlet individually. Any appliances, tools, or electric devices plugged into an outlet cannot cumulatively exceed the circuit breaker rating (amperes) on that outlet.

Student artwork may not contain bare wiring, spliced wires, or altered electrical devices. Works featuring speakers or sound systems must be used in a manner appropriate to the surrounding area and/or activities.

## Use of the Goldsmith Fabrication Yard

Decomposed granite (DG) is a stable yet permeable substrate that supports the installation of large-scale works and allows anchoring to the ground for added stability if needed. Wood or metal stakes may be driven using a hand sledge; holes no wider or deeper than 12” may be excavated.

If an approved Facilities Use Contract includes excavation for stabilization purposes, follow these steps to ensure that you can properly restore the area upon removal of your work:

- Remove and store the surface layer of DG in a trash bag; this material will be re-used to restore the area.
- When digging, place soil in a second trash bag and store it for refilling later (do not mix DG with soil, they serve very different functions).
- Install work and refill holes around anchors as needed—use DG to restore appearance and ground level while work is installed.
- Upon removal of artwork, refill the hole with soil and compact well (a tamper is available from the Tool Crib); compact DG on top of compacted soil to fully restore the area.

## Use of General Areas

Student artwork may not be installed, presented, or performed in elevators, restrooms, reception areas, information desks, or security stations. Posters and announcements may be permitted for posting inside elevator lobbies and on pre-installed fireproof bulletin boards with the approval of the Office of Student Affairs.

See the Artwork Installation/Presentation Location Guide for more information on where you can install/present your work on the Goldsmith campus.

For Questions: Please Contact [Mohammed Ahmed](#), Operations Manager, at [\(310\) 846-2641](tel:3108462641) or via email: [mahmed@otis.edu](mailto:mahmed@otis.edu)

**\*\* Note: Willful safety and/or code violations may result in a Code of Conduct review, per Otis College Code of Conduct Policy.**

## **Artwork Installation/Presentation Location Factsheet**

There are many places to install or present your work on campus.

Artwork may be installed inside classrooms, studios, and gallery spaces, in accordance with the Artwork Installation/Presentation Guide. With the exception of special events, the **Ahmanson Hall lobby**, **Cafeteria**, and **Otis Forum** may not be used for artwork exhibition; these are campus spaces reserved for public access.

The **five-level parking** structure will not be permitted for artwork exhibitions or related preparatory work.

### **Outdoor Spaces Permitted for Use**

Artwork may be displayed outside of all **Goldsmith Campus buildings**, provided that a 20-foot-wide fire lane running between Loyola and Lincoln access gates through the Campus grounds, a 6-foot-wide travel path around each building (excluding exterior stairways), all marked fire exits, and 6-foot-wide access paths between buildings, structures, and campus entrances remain clear at all times.

Artwork may be displayed in the **Galef Center First Floor Entrance Hallway**, provided that an 8-foot-wide passage remains clear. In the Rear Hallway, work protruding no more than 2 feet into the hallway may be placed in front of the windows between room G107 and the Sculpture Studio.

On the **Galef Center's Second Floor**, work not to exceed 18-inches in base depth may be placed in the triangle corner at the top of the stairs to the side of the entrance. In the Entrance Hallway near the Fine Arts office, work may be placed that protrudes less than 3 feet into the hallway alongside office windows.

### **Remember**

*It is your responsibility to install and remove your installation or exhibit and to restore the space to its original condition by the date and time agreed to in the Exhibition & Facilities Use Contract.*