

Shapiro Campus Center Art Gallery Exhibit Request Form



Please **fully** complete this form and return it to Sarah Richardson, Operations Specialist in the Department of Student Activities at Mailstop 203, sarahr@brandeis.edu, 781-736-2626 or by fax: 781-736-3579. Please note that completing and returning this form implies your request for space, and is **not** a confirmation.

Today's Date:

Name/Title of Exhibit:		
Dates of Exhibit:	Date of Installation:	Date of Removal:
Type of Exhibit: <input type="checkbox"/> Paintings <input type="checkbox"/> Photographs <input type="checkbox"/> Other: How will you be exhibiting (nails, sticky tape, hooks, etc...)?		
Theme/Purpose of the Exhibit:		
Sponsoring Organization:		
Contact Person:	Title:	
Email:	<input type="checkbox"/> Student	<input type="checkbox"/> Staff <input type="checkbox"/> Faculty
Primary Phone:	Secondary Phone:	
Fax:	Mailbox/MS:	
Is the exhibit part of or for a Brandeis University class? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Class Title:	Professor:	
Professor's Email:		
Do you plan on attending the weekly Jump-Start Meeting (for students) on Mondays at 3:00 pm in Room 315 of Shapiro Campus Center? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please describe the exhibit in detail (feel free to use the back if necessary).		

I understand that the Shapiro Campus Center Art Gallery is a public space and is not monitored. I further understand that the Art Gallery is not open between the hours of 1:00 AM and 9:00 AM. I do not hold the Shapiro Campus Center Staff or Brandeis University responsible or accountable for any damage or theft of the exhibition. I agree to install and remove the exhibit on the dates indicated on this form.

Exhibit Contact Person (Signature)

All exhibits must have a sign describing the event to the University Community. This description must include all of the following information; Name/Title of Exhibit, Dates of the Exhibit, Sponsoring Organization, Contact Person, Email, Class Title, Professor and the Exhibit Purpose.