

CLAY COMMONS | SPACE REQUEST FORM

TODDartgallery / MTSU Art and Design students and faculty

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A request must be submitted, received, and approved before any installation may proceed in Clay Commons.
Submitting this form does not reserve the space or authorize installation. Wait for written approval and confirmed dates before bringing work into the space.

1 REQUESTER INFORMATION

Name

MTSU email

Role

☐ Student

☐ Faculty

Course or program, if applicable

Faculty contact, if this is a student course request

2 PROPOSED USE

Type of use (check all that apply)

☐ Pop-up display

☐ Ongoing semester critique display

☐ Class or group presentation

☐ Other

If other, specify

3 EXHIBITION ARTIST(S) INVOLVED

Working title and brief description

Artists or participants

Approximate number of works

4 REQUESTED DATES

Preferred installation date and time

Preferred display start date

Preferred removal date and time

Alternate dates, if flexible

5 ARTWORK AND INSTALLATION NEEDS

Media (check all that apply)

☐ Ceramics

☐ Sculpture

☐ 3D printing

☐ Mixed media

☐ Other

If other, specify

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How will the work be displayed? (check all that apply)

☐ On existing surfaces or pedestals

☐ Wall-mounted

☐ Freestanding

☐ Digital component

☐ Other

If other, specify

6 Dimensions of the largest work or overall installation

7 Equipment, power, or installation assistance requested

8 Will the display include sound, moving parts, loose materials, or visitor interaction?

☐ No

☐ Yes

If yes, please describe

9 REQUESTER ACKNOWLEDGMENT

I understand that I may not install or leave work in Clay Commons until this request has been approved and my installation and removal dates have been confirmed.

I will coordinate installation and removal with Todd Art Gallery staff, provide display information if requested, and remove the work by the approved deadline.

Requester typed signature

Date

FOR TODD ART GALLERY STAFF USE ONLY

Date request received

Reviewed by

Decision (select one)

☐ Approved

☐ Approved with conditions

☐ More information needed

☐ Declined

Approved installation date and time

Approved removal date and time

Conditions or notes

Review date