

UCEN Public Display Request Procedures

The UCEN Public Display Committee (PDC) exists to ensure standards in the display of requested materials to include and cover any signage, displays and art on all public surfaces located interior and exterior to University Center & Special Events (UCEN) facilities—Memorial Student Center, Rudder Theatre Complex, Rudder Tower, John J. Koldus Student Services Building, All Faiths Chapel, and Albritton Bell Tower. Public surfaces include walls, glass, ceilings, floors, hallways, doors and elevators. This does not include space interior to departmental suites and vendor locations.



A proposal must be presented to the PDC and include the following:

- Completion of PDC worksheet (see attachment)
- Timeline of installation and removal*
- Description of display and visual mock-up, if applicable
- Detailed upkeep procedures.
 1. If display requires interchanging, a written request must be submitted to Caroline Lopez and the PDC two weeks prior to update.
 2. If display requires any alterations to public space, to include painting or patching repairs, a written request must be submitted to Caroline Lopez and the PDC a month prior to update.
- Space restoration: description of how space will be restored back to original after removal of display (include how, timeframe, and estimated costs). Associated costs are responsibility of requestor*

*Approved display requests are subject to review every three years as part of the UCEN Facility Maintenance and Renewal Program.

Proposals may be submitted online at ucen.tamu.edu/about/ucen-public-display-request/. Written proposals may be emailed to ucen@tamu.edu or mailed to Caroline Lopez, University Center & Special Events, 1232 TAMU.



The PDC will review each request, in general, for each of the following factors:

- Fit within the general branding scope of requested facility
- Artistic, cultural or historical value
- Safety and security
- Federal, state, university laws, rules, policies and regulations
- Costs and funding—installation, maintenance, safety/security, insurance, etc.
- Restrictions association with the display

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Proposals will be reviewed by PDC and a recommendation will be submitted to the director for approval. Additional review or detail(s) may be required of requestor as needed to make a recommendation/decision. Requestors will be contacted regarding final decision of their request within two weeks of proposal receipt.



Additional notes:

- Displays cannot impact the safety of those in or around the facility. Blockage of egress and ingress areas is prohibited.
- All artwork must be properly secured to the wall.
- Installations of artwork must be supervised and coordinated through a staff member of University Art Galleries. All other installations must be supervised and coordinated by another representative of the PDC committee.
- Insurance is available for purchase by requestor. UCEN accepts no responsibility to loss or damage of display items.

UCEN Public Display Request



Name of Requestor _____

Email _____

Requested Display Dates _____

Brief Description of Display Item _____

Proposed Location for Display Item _____

How will the display fit within the general purpose of the facility/location requested?

Is the display item of artistic, cultural, or historical value? If yes, please explain.

Are there any restrictions associated with the display item? If yes, please explain.

Please list any costs associated with the installation or display of requested item (site preparation, structural requirements, maintenance, conservation, security or insurance). How will these costs be handled?

Are there any other factors you would like us to take into consideration?
