



# Brandeis University

## Exhibition Space Request Form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Brandeis Affiliation: (Please circle)    Faculty/Staff                      Undergraduate                      Graduate Student

Department/Major/Program: \_\_\_\_\_

Class Year: \_\_\_\_\_    Organization or club (if applicable): \_\_\_\_\_

Space Requested:

Dates Requested:

Title of Exhibition: \_\_\_\_\_

One-paragraph description:

What do you hope to communicate?

Will you host an opening reception? Yes No                      Time and Date \_\_\_\_\_

*I agree to remove the exhibition by the above date and restore the exhibition space to the condition in which I found it. I do not hold Brandeis University or the staff of the building accountable for damage to the art work during the time it is on exhibition.*

Exhibition Sponsor (Signature) \_\_\_\_\_

For students: Advisor Signature: \_\_\_\_\_ Department: \_\_\_\_\_

Advisor Email and Phone: \_\_\_\_\_

*Please list any special needs or considerations on the reverse side. The completed form should be presented to the exhibition space contact person listed at [www.brandeis.edu/art/office/exhibit](http://www.brandeis.edu/art/office/exhibit).*