

**Temporary Installation Proposal  
Agreement Contract  
Bard College**

**What is a “Temporary Installation”?**

*Temporary installations include any and all alterations to the physical environment on the Bard campus. This includes: outdoor artwork, sculpture, structures, performances, that include: digging, removal or addition of any materials to the landscape or buildings, and the alteration of any of Bard's property in any way. It is also an installation that will be removed at a foreseen date or time.*

*To propose a Temporary Installation on the Bard Campus, then you **must** fill out this form and give it to the appropriate individuals prior to the commencement of the installation or performance. Failure to do so may result in the removal of your project without notice and a charge for the clean up.*

**Project Manager Contact Name:**

**Address:**

**Phone Number:**

**Email:**

**Second Contact Name:**

**Address:**

**Phone Number:**

**Email:**

**Description of Project:**

**Location of Project:**

**Installation/Removal Dates:**

## Temporary Installations/Performance on Bard College Property Agreement Contract (continued)

**Maintenance Plan (include who will be responsible for maintenance, what materials will be used/needed, budget, special considerations, etc.):**

**Reason for Project:**

### **Temporary Installations Contract Agreement**

1. All temporary installations on Bard Campus must be approved by: College Vice President for Administration, Director of Buildings and Grounds, and at least the Grounds and Horticulture Supervisors, as well as other related maintenance department supervisors also involved - **before** installation begins.
2. Location, duration of installation, materials, set up, time of removal etc. must be agreed upon. Cost of materials is the responsibility of the project manager.
3. Failure to remove installation by agreed upon time will result in a fine/charge on individual's personal account.

***By signing here, I have read and understand the above contract agreement conditions and agree to take full responsibility for the proposed temporary installation project, including any unforeseen events that may occur during the installation and removal.***

\_\_\_\_\_

Temporary Installation/Performance Project Manager

\_\_\_\_\_

Date

## **Temporary Installations on Bard College Property Agreement Contract (continued)**

### **Bard College Guidelines for Safety**

***All individuals will be given instruction in basic safety procedures before they are allowed to work with equipment or other potentially hazardous items and materials. Any tools or materials needed for the project will need to be signed out with the permission of the various trade supervisors. All individuals should be made aware of where First Aid kits and Eye Wash stations are located before starting the project.***

#### **Safety Responsibilities**

1. Every person is responsible for their own safety and health, including all participants/volunteers.
2. Use of illegal drugs and alcohol is prohibited on the property.
3. I shall take every reasonable precaution to prevent accidents and injury to myself, other employees and the public.
4. I have the responsibility to report unsafe conditions or practices to my immediate supervisors.
5. I shall report all injuries and accidents to my immediate supervisor as within 72 hours.
6. I shall also report to supervisors all "near-miss" accidents, which could have resulted in injury, death and/or property damage.
7. I shall be aware of all hazards in their work locations and practice safe habits on all occasions.  
Hazards such as: heavy equipment noise, impact and penetration, back strain, harmful dust and other eye hazards, ticks, poison ivy, etc.
8. Ticks are commonly found in natural or landscaped areas. When working in these areas wear light colored clothing with tight cuffs at ankles and wrists. Use insect repellent with DEET on clothing, not on skin. Inspect skin frequently. Pull out tick immediately with tweezers. If rash or other symptoms develop notify your doctor immediately.
9. Poison ivy is active all year long; although contact it is more likely to occur in spring and summer. The best prevention is to avoid contact. Wear clothes that cover arms and legs. Wash skin thoroughly as soon as possible after exposure.
10. My immediate supervisor must approve any use of equipment. Employees under the age of 18 cannot use power equipment or ladders.
11. Tools and equipment shall not be used for any purpose other than their intended use.
12. Personal protective clothing and/or equipment (safety glasses, ear protection, gloves, head protection, sun block, bug protection, etc.) required by Bard shall be furnished by the Department and its use strictly enforced.
13. I shall furnish my own: hard shoes and weather-appropriate clothing and outerwear. No loose clothing or jewelry should be worn that might interfere with a job.
14. Reasonable effort should be made to minimize or eliminate exposure to blood borne pathogens. For example: use shovels, latex gloves, forks or tongs to handle roadside debris. Carry trash bags away from the body to avoid skin punctures. Practice good hygiene, such as washing hands thoroughly after contact with potentially infectious material. Disinfect tools and equipment. Use containers to collect "sharps" (needles, razors, knives, broken glass, etc.)
15. If I believe I have been exposed to potentially infectious materials I must report exposure immediately to my supervisor. The safety officer must be immediately notified and I will be directed to a hospital for treatment. The safety officer will help me complete an exposure incident report and will direct me to a physician.

I, \_\_\_\_\_ (print name) have read and understand the above safety guidelines. I agree to comply with the safety guidelines during the time I am working on the above-described temporary installation.

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**

**Temporary Installations on Bard College Property  
Agreement Contract (continued)**

**Permission Signatures**

***All appropriate signatures must be obtained prior to the commencement of the installation. A copy of this contract with all signatures must be given to all individuals signing the contract prior to the commencement of the installation.***

***By signing here, I have given my approval of the temporary installation project described in this agreement contract.***

\_\_\_\_\_  
**Vice President for Administration**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Buildings & Grounds**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Grounds Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Horticulture Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Other Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty/Staff/Advisor/Sponsor**

\_\_\_\_\_  
**Date**