Campus Installations Policy
Prepared by the Pomfret School Public Space Committee

Introduction

The purpose of this policy is to clarify and codify how the School manages the shared use of public spaces on campus. The Public Space Committee, which was established in 2010, is intended to be an impartial arbiter that manages the process. The committee meets on a bi-weekly basis when school is in session.

The goal of this policy is three-fold: (1) to support the needs and goals of the campus community, which may include mediating disputes (2) maintain a consistent look and feel throughout campus and (3) ensure the safety and security of students, faculty, staff, and guests.

Public Space Committee Members:

- Brenda Bullied, Director of Campus Planning and Facilities Services
- Garry Dow, Director of Strategic Marketing and Communications, Chair
- Susan Mantilla-Goin, Dean of Enrollment Management
- Melissa Woodin, Chief Financial Officer

What is a public space?

Public spaces are shared community gathering areas, including major thoroughfares, visible to students, families, guests, faculty, and staff. Indoor spaces include but are not limited to hallways, the dining hall, the student union, the athletic center, academic buildings, the alumni house, and admission areas. Outdoor areas refer to the campus grounds, specifically terraces, patios, pathways, grass areas, and athletic fields.

The following are NOT considered public spaces:

- Classrooms and faculty offices
- Dorms and dorm rooms
- Administrative offices
- Faculty residences

Designated Art Locations: Several public spaces on campus are designated art locations. These areas are overseen by the visual arts faculty, and as such, do not require permission for displays to be put up or taken down.

See Appendix I: Map of Identified Public Spaces and Designated Arts Locations

What constitutes a display?

Installations can take many different shapes, forms, and sizes:

- Signs and waymarkers
- Paintings, drawings, and sculptures, placed on the ground or hung on the wall
- Furniture, including tables, chairs, and lighting
- Large boards or screens
- Named spaces, donor plaques, and benches
- Trees, bushes, plants and other “living” displays, potted or planted
- Electronic displays in addition to existing TV screens
- Holiday and event decorations
- Framed photography and memorabilia

The following are not considered installations and displays:

- Event flyers (e.g., plays, blood drives)
- Academic notices
- Athletic “cheer” announcements (e.g., Millbrook Day posters)
- Student tables for fundraising and support events
- Digital display announcements (e.g. dining hall display)

In general, we recognize installations are time-bound:

- **Permanent:** Installations of a continuing or lasting nature. These displays can reasonably be expected to exist without being significantly altered for the normal life cycle of the building or space in which they exist. Permanent installations are typically measured in years or decades.
- **Semi-permanent:** Installations that are installed for a predetermined length of time, typically measured in months.
- **Temporary:** Lasting for a limited time, typically days or weeks. These displays are erected in such a way that they can be removed without significant effort and with no or very little damage to the substrate.

Application Process

To display installations in public spaces that are not designated art locations, the adult sponsor(s) of the display should contact a member of the Public Space Committee at least one month prior to the proposed installation date to determine if their display requires advance approval and, if so, to receive that approval. All student installations must have an adult faculty/staff sponsor. It is understood that student projects may arise with less than one month’s notice and such projects will be accommodated if possible. An email should be sent with a brief description of the project.

Assuming the installation is approved, any requirements related to the installation and/or changes to the proposed plan will be provided by the committee to the sponsor(s) in writing. It is expected that most projects will be approved within 48 hours or approved assuming that safety related guidelines are followed.

In some instances, the committee may consult with the senior leadership team before making a determination. The committee may also contact the sponsor(s) with questions, including identifying possible alternative locations. If the project is particularly complex, the committee may ask the sponsor to provide additional information in writing.

See Appendix II: Complex Installation Application

Requirements for Large Installations

Installation of materials or art of any meaningful weight or size — even if they are being placed in a designated art space — must be overseen by a professional in coordination with Facilities Services. In these cases, plans for the installation (equipment, siting needs, impact on grass/landscaping condition, etc.) must also be presented to the Director of Campus Planning and Facilities Services for approval along with the original request. It is recommended that such requests be submitted at least six weeks prior to proposed installation given that a comprehensive plan for installation must be completed at least two weeks prior to the approved install date.

Safety and Security

All installations and displays across campus, regardless of whether they are teaching or non-teaching spaces, must be in compliance with the Connecticut Fire Code and the Town of Pomfret Building Code. Please contact Facilities Services if you have any questions about whether a display or installation meets fire code. Installations and displays that are not in compliance will be removed immediately by facilities services, possibly without notice if the owner cannot be identified. Please contact the Director of Facilities Services with any questions.

Use of the School's Logo and Marks

Any installation using the Pomfret's seal, logo, tagline, or motto must receive approval from the Director of Strategic Marketing and Communications Officer. All semi-permanent and permanent signage and plaques also must be approved by the Director of Strategic Marketing and Communications Officer, including donor-related ones.

Appendix I: Map of Identified Public Spaces and Designated Arts Locations

TBD

Appendix II: Complex Installation Application

- Name of the sponsor
- Name of the proposed installation
- Objective of the installation
- Date for the proposed (a) installation and (b) removal
- Who will be performing the installation
- Identification of the specific location(s) of the installation
- Brief description of the proposed installation
    - the purpose of the installation
    - who made it
    - what it will look like (with example pictures if possible)
    - where it is to be located
    - what it is made out of (if physical)
    - impact of weather on its condition, including visual presentation (if outside)
- The anticipated time period it will take to install and remove
- Any special equipment or information required to perform the installation
- Any identified risks related to the installation (e.g., stability, weight, composition)