



Baylor University

Sculptures, Statues, and Other Features **Process and Procedures**

Last Updated: 03/08/2022

The purpose of this document is to help guide the acceptance, commissioning and/or purchase of permanent statues, busts, sculptures, memorials, and public art displays on Baylor University property at any of their campus locations. Other items that might be included within the scope of coverage for this document include, but are not limited to, benches, seating, hardscape, landscape, fountains, and permanent LED or light displays.

These types of installations, whether they are indoor or outdoor, will be submitted by the ISSG (Institutional Space Support Group) and need formal approval by the CAPG (Capital Asset and Planning Group) prior to their acceptance, acquisition, and installation. The process for these requests will follow the guidelines found in the Policy for Facility Improvements, Capital Projects, and Space Allocations.

Guiding Principles

1. All requests for Sculptures or Statues must be appropriate for the Baylor campus, align with the mission statement and vision of the University, and be placed in a suitable location.
2. It is necessary for prospective donors and sponsoring departments to be familiar with the review process before initiating a request.
3. In advance of the review process no promises should be made to prospective donors or money expended with the expectation that a proposal will be approved.
4. All requests must be clearly defined and submitted to ISSG for evaluation and require acknowledgement and approval as prescribed in the Policy for Facility Improvements, Capital Projects, and Space Allocations.
5. Prior to recommendation to the CAPG, members of ISSG may form a subcommittee and include other staff or faculty representatives who have relevance or artistic knowledge pertaining to the proposed Statue or Sculpture.
6. The formal review process typically takes 3-4 months and could take longer.
7. This document also pertains to the relocation of existing pieces or installations.

Procedure

1. Submit a Project Request Form to Facilities Management and include all relevant information regarding the Sculpture, Statue, or other feature, proposed location, size, and recognition or wording associated with the piece.
2. Provide any information related to donor funding, pledges, and gift in hand.
3. State the timeline and any other expectations of the prospective donor or sponsored department not aforementioned.