



Policies and Procedures

FACILITIES

1. PURPOSE

1.1 The University wishes to encourage celebration and promotion of student engagement through mural painting by student and other University groups in the tunnel. The purpose of these procedures is to ensure that the mural painting applications for the tunnel between the Library and the Students' Union Building (SUB) are approved in a timely and effective manner. With personnel changes annually to the Students' Union Executive and/or administrative staff a well-documented set of procedures is important for successful implementation of murals in the tunnel.

2. PROCEDURES

2.1 A completed application is sent to the Students' Union Vice-President Student Affairs who will determine if the Applicant/Club is eligible (questions on eligibility can be directed to the Art Gallery Director) to paint a mural in the tunnel. Upon approval, the application is sent to Physical Plant. **Non-ratified Students' Union and other groups (e.g. Alumni Association, etc.) who wish to submit an application to paint in the tunnel are to submit their application to the Physical Plant Executive Director's Office for consideration. These groups will require approval from the Vice-President (Finance and Administration).**

2.2 The Physical Plant Executive Director's Office reviews the application and ensures that the following documents are included and fully completed:

- Mural Painting Tunnel Application Form (Appendix A);
- Tunnel painting agreement (Appendix B);
- A copy of the proposed mural. After reviewed for completeness they are sent to the Art Department.

2.3 The Art department is responsible for approving the proposed mural and the location it is to be placed in the tunnel.

- Each proposed mural is reviewed and approved for acceptable content and presentation.
- The Art department will use an updated auto-cad drawing of the tunnel area showing the dimension and remaining space available in the tunnel area to select and approve the most appropriate place for the proposed mural.

After approval has been received from the Art department the application is then send to Physical Plant.

2.4 The Physical Plant Executive Director's Office reviews of the approved application and gives final approval. The Physical Plant Executive Director's Office then prepares a confirmation letter to the Applicant/Club advising them to proceed with the tunnel mural

AUTHORITY:	RESPONSIBILITY:	EFFECTIVE DATE:	RELATED POLICIES:
Executive Director of Physical Plant	Vice-President (Finance & Admin.)	EDC: Approved December 18, 2007	

and sends the letter to the Students' Union office indicating approval of the project. The Physical Plant Office will also contact the Club Contact by phone to verbally confirm the approval of the tunnel painting and Security Services will also be notified so that they are aware the project has been approved.

3. GENERAL

- 3.1 Every few years, representatives from the Students' Union, Art Department and Physical Plant will meet in the tunnel to review the deterioration of the existing murals to determine which ones should be painted over or restored.
- 3.2 Once a decision has been made by the Students' Union and the Art Department, Physical Plant will be notified as to which murals will be painted over. At the Students' Union and Art Department's discretion, existing student groups may be notified to restore a mural.

4. FREQUENTLY ASKED QUESTIONS

- 4.1 Who can submit an application for a mural? Only Students' Union ratified clubs and other University groups (e.g. Alumni Association) are approved to paint murals in the tunnel.
- 4.2 Can a request be made to redo/update my Club's mural? A Club's mural can be updated at any time. The club must complete the mural tunnel application form and submit it for approval to the Students' Union.
- 4.3 What happens to murals of clubs that no longer exist? Representatives of the Students' Union, Art Department and Physical Plant meet every few years to determine which murals in the tunnel will be painted over or restored. If a Club no longer exists or chooses not to update its mural when it requires restoration, authorization may be sent to Physical Plant to white out/paint over the existing mural.
- 4.4 Can a mural be painted over by another group if it no longer exists? Student Clubs cannot paint over any part of another mural in the tunnel. Before a student group can get approval to use an existing space it must be painted over by Physical Plant.
- 4.5 What happens if our mural is not completed by the deadline? If a student group who has received approval to paint a mural does not complete the mural by the end of the Spring semester following the approval date, this will be considered as falling below the agreed upon standards. Application can be resubmitted during the next school year.
- 4.6 The mural application has been approved. What's our next step?
 - Contact the Art department (Art Gallery Director at 329-2690 or by email @ Josephine.mills@uleth.ca) to arrange a meeting and determine the exact location for the mural as approved.
 - Contact the Students' Union to arrange for paint supplies and equipment.
 - Review the Tunnel Painting Guidelines and the Tunnel Painting Agreement.

5. RESPONSIBILITY

- 5.1 Any concerns regarding approval or administration of these procedures should be made to the Executive Director of Physical Plant and Operations. The Vice-President (Finance and Administration) has final authority on this policy.



APPENDIX A



Mural Painting Tunnel Application Form

U of L
Students' Union

Club Name	
Application Date:	
Anticipated Starting Date:	

	Primary Club Contact (required)	Secondary Club Contact (required)
Name:		
Phone Number:		
Email Address:		
Signature:		

Mural Dimensions:	
Desired Location (if any):	
Background Color(s):	
Other Paint Colors:	

Describe the design of the mural and use of colours

How will the design be transferred to the wall? (Overhead projector, draw, etc.)

What specific equipment will be used? (Wet paint signs, pylons, caution tape, etc.)

MURAL APPROVAL (This part completed internally)

ULSU VP Student Affairs:		Date:	
Art Department:		Date:	
Physical Plant:		Date:	
University VP (Finance & Admin) Approval is needed for non-ratified student and other groups ONLY.:		Date:	
Approved Mural location & other important information.:			

APPENDIX B

The University of Lethbridge Students' Union

Tunnel Painting Agreement

We the undersigned, in consideration for the privileges of painting our designated section of the tunnel agree to leave the area painted in a condition such that it could be reasonably expected that everyone hereafter will be satisfied with the colour, texture and job quality of our painting. We further acknowledge receipt of the Tunnel Mural Painting Procedures and agree to the conditions, directions and standards as outlined therein.

If the paint, or damages caused by the painting fall below the agreed standard, we agree to pay the amount necessary to restore the area to an acceptable condition up to 50% of the restoration costs, with the Students' Union covering the other 50%.

We understand that if our mural is not successfully completed by the end of the Spring semester after the application has been approved, this will be considered as falling below the agreed upon standards.

If there is disagreement as to the acceptability of workmanship, the decision of the Art Department and the Executive Director of Physical Plant and Operations will be final.

Club Name:	
Club's primary contact name:	
Position/Title	
Club's primary contact signature:	

APPENDIX C

Tunnel Painting Guidelines

Guidelines to assist you in your tunnel mural painting project:

The surface is concrete and the best paint to use is a water based or latex paint. The reason is that you want the paint to breathe in order to release any moisture encapsulated in the concrete. Oil based or solvent-based paint will not breathe and the water will build-up behind the paint and will eventually chip off.

Oil/solvent based paints release solvent vapours (VOC's), which are harmful if breathed in a poor ventilated area. For this reason alone, we do not allow solvent-based paints to be used on campus.

The most common paint to use for the murals on concrete walls is flat latex paint. The reason is that the flat paint has less light reflecting capabilities. Of course, the artist may want light reflecting capabilities, depending on the mural, or lighting in any given area. Should this be the case, one may use eggshell, semi-gloss, or even exterior latex gloss.

Although there are dozens of brand names of latex paints, and probably dozens of grades, some with excellent covering capabilities, some with terrible covering capabilities, a good rule of thumb is you get what you pay for. An inexpensive gallon of latex paint probably means you'll require more coats to obtain the desired results. Check with a "trained" painting technician. At the University, Glidden "Life Master" latex paint is the most desirable, but other manufactures will likely have the equivalent grade of paint. Usually cross-referencing of paint manufacturers will determine the best grade

I hope these painting tips are useful to students painting murals on our tunnel walls.

Physical Plant Department