

# Space Heaters Budget Proposal

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PROJECT NAME:

Contact Name:

Faculty Advisor Name:

Associated Department:

Proposed Space:

Date:

Item

Estimated Cost

Paint:

Furniture:

Fabric:

Window Treatments:

Miscellaneous:

TOTAL:

create...  
change

# Space Heaters

COMMENTS:



# What are Space Heaters?

**Space Heaters** are “living art installations.” Students, faculty, or staff can take an underutilized space on campus and bring it to life with their artistic abilities. The Office of Campus Environment will provide the space and the materials, and you provide the labor and raw talent. This program is a great way for an individual or group of students, student organizations or departments to make a space their own.

## What is a “living art installation”?

A **living art installation** is a themed, artistic project, which will bring our campus to life through innovation, creativity, design, and purpose. The goal of the Space Heaters program is not to redecorate spaces on campus, but rather to bring spaces to life through an artistic concept. Your concept could be cultural, historical, environmental, or abstract. The possibilities are endless.

## How does a Space Heaters get approved?

Once you have turned your form into Joe Leamancyk in The Office of Campus Environment, it is reviewed by the Space Heaters Committee. We then set up a time to sit down with you and discuss whether your project has been approved, or what changes need to be made to meet the guidelines. Once your application has been approved work may begin.

## What is a typical budget, and what does it include?

The **average Space Heaters** budget is around \$1500. The Office of Campus Environment will cover the costs of paint, fabric, furniture, etc to make your concept a reality. We will not, however, pay for labor.

## What is the role of the Faculty Advisor?

The **faculty advisor's** role is to oversee the design to make sure it is appropriate and well thought out. Also, when it comes time to implement your design, your advisor will supervise to ensure work is done properly and that students adhere to the approved design.

# Application

## Contact Info:

CLASS/PARTICIPANT CONTACT NAME: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

⑤ **FACULTY/STAFF ADVISOR:** \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

⑤ **All Space Heaters must have a faculty advisor to oversee the design and implementation of the project.**

## Project Info:

**PROJECT NAME:** \_\_\_\_\_

**Proposed Location:** \_\_\_\_\_

**Estimated date of completion (allow three weeks for approval) :** \_\_\_\_\_

**Number of students involved:** \_\_\_\_\_

**Proposed Budget:** \_\_\_\_\_

## Items to include with Application:

- ⑤ **COMPLETED BUDGET SHEET**
- ⑤ **SKETCHES ILLUSTRATING YOUR SPACE HEATERS CONCEPT**
- ⑤ **BRIEF WRITTEN EXPLANATION OF YOUR CONCEPT FOR THE SPACE**

**Your application will not be accepted** without the name and contact information of your faculty advisor. The faculty advisor agrees to complete the installation by the above date. Columbia College Chicago Office of Campus Environment reserves the right to not approve incomplete or inappropriate designs, and to repaint inappropriate spaces at any time.

**CONTACT SIGNATURE** \_\_\_\_\_

**FACULTY ADVISOR SIGNATURE** \_\_\_\_\_

