



**AP 6466 Modification, Remodel, Alteration, Attachment or Art
Placement to District Facilities**

References:

Approved: July 2023

Last Revised:

Last Reviewed:

It is the intent of the District to provide an aesthetically pleasing environment for students, faculty, staff and visitors that is conducive to the pursuit of intellectual study and cultural enrichment.

The placement of District owned, donated, loaned or student artwork including murals, must consider the location, environmental conditions, maintenance requirements, quality and security of the artwork and must comply with all ADA and safety regulations adhered by the District.

Works of art developed by faculty, visiting artists or students as a part of the instructional program and temporarily displayed in the Butte College Art Gallery, display cases, or other designated areas in the Arts building are exempt from this procedure.

All requests for modifications, remodeling, alterations, attachments, or art placement to District facilities shall be initiated through Facilities, Planning & Management (FPM) by:

- Completing a Project Request Form (PRF)
 - Attach a map of the location to be considered for the request
 - Attach a photograph or sample of the artwork, if applicable
- The Director of FPM and/or Designee will review the request with the Leadership Team.
- If "conceptual" approval is received from Leadership, the Director of FPM will obtain cost estimates and/or make alternate recommendations.
- Once the PRF and any required funding has received approval by FPM and Leadership, it will be prioritized and scheduled for completion in accordance with workload and budget parameters.
- Any changes in location will require a new PRF be submitted and approved.

Departments permanently or temporarily performing alterations or attachments to District facilities without prior approval, shall be responsible for the resulting damage caused by its removal and will be billed for any needed repair. Additionally, faculty and staff may be held personally responsible and charged for any damage to District property.

The District is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973.