

Temporary Structure Policy for Art Installations

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip]

Subject: Temporary Structure Policy for Art Installations

Dear [Recipient Name],

We are pleased to inform you of our policy regarding temporary structures for art installations within [Location/Facility Name]. This policy aims to ensure safety, sustainability, and artistic expression within our community.

Policy Overview

- All temporary structures must be approved by [Authority Name] prior to installation.
- Permit applications should be submitted at least [Number of Days] days in advance.
- All structures must comply with local building codes and safety regulations.
- Installation and dismantling must occur during pre-approved dates and times.
- Artists are responsible for maintaining the structural integrity and safety of their installations.

Application Requirements

To apply for a permit, please submit the following:

- Completed permit application form.
- Detailed design and structural information of the installation.
- Proof of insurance covering the duration of the installation.
- Environmental impact statement if applicable.

Contact Information

If you have any questions or need further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your commitment to enhancing our community through art.

Sincerely,

[Your Name]

[Your Position]

[Organization/Institution Name]

[Contact Information]