

School of Art Student Gallery Contract

Guidelines for Use of the School of Art Student Galleries

Students should reserve their student gallery timeslot and pay the \$60.00 deposit (50.00 refundable once gallery is returned to good condition) in the semester prior to their exhibition.

Students must give notice of cancellation of their exhibition space to the Art Office at least 30 days prior to the exhibition date. **Failure to do so will result in forfeiture of the entire deposit.**

The university does not provide insurance for artworks on exhibit in the student galleries. The University is not liable for stolen or damaged artworks while on display in the student galleries.

Students are advised to provide their own monitoring of the gallery when open.

Students who choose to paint the galleries other colors than white, or apply paint, drawing or text to the walls, must return the gallery to its original white with materials purchased from the School of Art at student's own expense.

Students must fill all holes created in the walls with spackling compound, sand these smooth, and repaint these areas. The floors must be cleaned of all paint drips and debris. **Failure to do so will result in forfeiture of the entire deposit.**

Any changes to the gallery space must be removed after the exhibition, including baffles, pedestals and/or new construction.

Exhibition receptions cannot be held Monday through Thursday evenings when classes are in session. Alcoholic beverages are prohibited by University policy.

The use of sound, flashing light, hazardous materials or materials which emit fumes or offensive odors are prohibited in the student galleries. Exhibitions that create disturbances with the educational activity in the building are not allowed in the student galleries.

I, _____ have read **The Guidelines for Use of the School of Art Student Galleries** and fully understand my responsibility to return the space to its good condition as outlined in the guidelines. I acknowledge that I have reserved the _____ gallery for the week beginning _____ and that any cancellation or changes must be made at least 30 days prior to that date.

Failure to adhere to the guidelines will result in the forfeiture of my deposit, and could result in withholding my grade for the BFA/MFA/MA review and/or further disciplinary action by the university.

Student Signature

Date

Faculty Advisor