

Guidelines for Use of the School of Art Student Galleries

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Purpose The Student Galleries of the School of Art are devoted primarily to the exhibition of student work for faculty review, and to work selected by faculty for educational purposes. When not in use for reviews, the galleries are available for independent use by students and faculty of the School of Art. Such availability shall be limited by the demands of the review system, which takes precedence over all other uses. The School reserves the right to restrict independent use if and when such usage interferes with the review processes. Requests for independent use of the Student Galleries must be submitted in writing for approval to the Director of the School of Art.

Conditions/Restrictions To maintain its legally mandated fiduciary responsibility, the School of Art reserves the right to impose conditions and/or restrictions on the exhibitor, the exhibition, and the audience. Such conditions and/or restrictions shall be related to university regulations, policies, and procedures; to course requirements (review exhibitions); to safety; to the protection and security of the Art Building; and to communication and information to the public concerning the nature of exhibitions—including the posting of warnings and the denial of gallery access to minors. Such conditions and/or restrictions for exhibitions shall be determined by the faculty advisor and the Director of the School of Art.

Censorship The School of Art does not censor the artistic content or subject matter incorporated in student exhibitions. The installation of a student exhibition does not indicate endorsement by the appropriate faculty review committee or the School of Art.

Rules and Regulations

1. Availability The Student Galleries are available on a first come/first served basis for the exhibition of student work for review by faculty in the following courses.

ARTC 67199 M.A. Thesis (Exhibition)
ARTF 69199 / ARTC 69199 M.F.A. Thesis (Exhibition)
ARTF 44099 Senior Project (03 credit Hours)
ARTC 45099 Senior Project: Crafts (04 credit hours)

2. Reservations Students, in consultation with their faculty advisor/instructor, should reserve gallery space with the graduate secretary in the School of Art Office. Reservations should be made at least one semester in advance of the proposed exhibition. Galleries are available for one week per reservation. **Double bookings are not allowed.** A deposit of \$60 is due at time of reservation and scheduling will not be permitted without payment of deposit.

3. Cancellations Notice of cancellation or change of a gallery reservation must be given by the exhibitor to the faculty advisor and the graduate secretary in the School of Art office at least **30 days** prior to the scheduled exhibition. **Failure to notify 30 days prior to the exhibition will result in forfeiture of the entire deposit.**

4. Exhibition Arrangements & Care of Gallery The exhibitor must arrange the exhibition opening and closing dates, as well as the final review with his/her faculty advisor. The exhibitor will install and remove the exhibition on the specified dates, and will agree to leave the gallery in good repair and in the same condition as prior to the exhibition. This will minimally include spackling, sanding, and repainting walls, and cleaning the floor. Installation, removal and agreement to leave the gallery in satisfactory condition are requirements of the review course in which the student is enrolled. In support of this agreement, the exhibitor will deposit \$60.00 in cash with the School of Art at the time of reservation.

Deposit: A \$60.00 cash deposit is required of individual and/or group exhibitors. A \$10 usage fee will be retained from the deposit and \$50.00 of the deposit will be refunded after satisfactory inspection of the gallery and return of all supplies and keys.

5. Non-Compliance & Penalties If the condition of the gallery is judged to be unacceptable by the graduate secretary, and if the exhibitor will not act to repair damages before the next scheduled installation date, then the entire deposit will be forfeited and a review grade of “S” (Satisfactory) will become a grade of “U” (Unsatisfactory); or, the exhibitor may be reported to the Student Conduct Board to face university sanctions, such determination to be made by the faculty advisor/instructor and Director of the School of Art. If damage to the gallery exceeds the security deposit amount, the exhibitor must assume full responsibility for necessary repairs. Failure to comply will result in a grade of “U”, a report to the Student Conduct Board, or a School of Art request to the University Registrar to place a “hold” on the exhibitor’s graduation, such determination to be made by the faculty advisor, and Director of the School of Art.

6. Supplies On the day of, or the day before installation, the exhibitor may secure a key and sign-out sheet for the storage area from the School of Art Office (Room 211). The following supplies are available for student use: a ladder, light bulbs, spackle, paint, paintbrushes, rollers & roller pans. Paintbrushes and roller pans **must** be cleaned after use. Roller pads and pan liners must be supplied by the exhibitor or purchased from the School of Art. Pedestals, platforms, and baffles are available for use in the student galleries. Baffles must be moved with a dolly, and not pushed across the floor. Any damages to baffles or floors will be subtracted from the deposit. A dolly is available from the School of Art office upon request.

All supplies borrowed must be signed out by the exhibitor and must be returned to the storage area immediately after use. No chairs or desks may be removed from classrooms or studios for use in reviews without permission of the Director of the School of Art. **Use of unauthorized furniture may result in forfeiture of the security deposit.**

7. Restrictions on Gallery Modifications Any changes to the gallery, including painting and drawing on the walls and/or floors, construction, and modification of pedestals, platforms and baffles, must be approved in advance by the faculty advisor. Exhibitors who wish to paint walls a color other than white must purchase from the School of Art the necessary extra white paint needed for repainting. The same requirements apply to exhibitors construction of new walls, baffles, pedestals and platforms. The use of sound or flashing light which might interfere with educational activity in adjacent spaces is prohibited. Materials which emit fumes or offensive odors are prohibited. Potentially hazardous materials or constructions are prohibited. All building and fire safety codes will be strictly enforced.

8. No Alcoholic Beverages In accordance with university regulations, alcoholic beverages are not permitted in the Student Galleries. Exhibitors violating this regulation are subject to university sanctions, and to penalties provided by state law.

RECEPTIONS should not be held Monday thru Thursday due to evening classes.

** Exceptions to this require written approval in advance by all instructors holding classes in the effected area at the proposed time **and** by the faculty advisor.*

9. Inspection Deadlines All work should be removed from the gallery, all repairs completed, and inspection by the graduate secretary made no later than 10:00 a.m. on Monday following the exhibit. If upon inspection it is found that further repair is required, repairs must be completed by 9:00AM Tuesday. After satisfactory inspection of the gallery by the graduate secretary and the return of all supplies and keys, the exhibitor will be refunded their deposit minus gallery fees. All keys must be turned into the Art Office no later than 9:00 am Tuesday.

10. Insurance The School of Art Student Galleries are not insured. Students (and faculty) who exhibit there do so at their own risk. The School of Art, the Faculty, and Kent State University are not liable for theft or damage to artwork incurred in the course of an exhibition. It is recommended that exhibitors guard their work when the gallery is open to the public. School of Art personnel and faculty will not open the galleries for exhibition. It is the exhibitor's responsibility to arrange for opening and closing of the gallery space.

Gallery Repair Checklist

This list will be used to inspect the gallery after use. All tasks are expected to be done as needed **before** inspection.

- all added structures removed
- pedestals, baffles, platforms, etc in good condition and returned to their proper storage areas
- repair supplies returned and pans/brushes/rollers/tools cleaned

Walls

- all holes patched, sanded smooth, and spot painted with paint provided by the School of Art
- returned to original color if changed
- all marks, scuffs, removed / walls clean

- lighting fixtures, switches, electrical outlets are intact and free of excess paint
- burned out light bulbs replaced
- floors swept clean of debris and mopped if necessary

Passed inspection Keys returned

Failed inspection

Issues to be resolved -

Passed second inspection _____

Date _____ Deposit received _____
student signature

Signed _____

copy distribution: original - Art office copy - student copy - advisor