

Policy 4-03: Use of the Bailey Gallery by Outside Parties

This policy applies to all persons or entities seeking to use the Bailey Gallery to display work for exhibits open to the public.

A portfolio of the works to be exhibited, a proposed layout of the exhibit, a proposed schedule for the exhibit (including installation and removal activities), and cleaning deposit of \$120.00 shall be submitted to the dean for his/her review. The dean has sole authority to authorize or refuse any exhibition proposal.

The work included in the proposed exhibit should have a thematic relationship to at least one of disciplines in the college (currently architecture, planning, and design).

The exhibit should not impede the college's use of the gallery as teaching space.

The amount of space used for the exhibit should always leave enough usable space in the gallery for at least one studio review.

The gallery is primarily to serve the mission of the college and therefore may be unavailable due to various conflicting events.

No exhibit will be scheduled during the two weeks prior to mid-term or end of term.

The exhibit cannot make any permanent mark or inflict any damage to the facilities of the college, including the gallery, its walls, or systems.

During the time of the exhibit, including periods for installation and removal of exhibit materials, the college will undertake to secure the gallery during non-business hours using the existing lockable gates. However, the exhibitor retains at all times full responsibility and risk for any damage or loss to works and display systems included in the exhibit.

After the close of the exhibition period, the exhibitor(s) shall remove all exhibit-related materials and leave the gallery in a clean and orderly state by 8:00am the day following the close of the exhibit.

After the removal of all exhibit-related materials, the college will return to the exhibitor(s) the \$120.00 cleaning deposit, minus any amount needed to compensate the college for cleaning or repairs necessary to bring the gallery back to a reasonable state of cleanliness and functionality. The rate for such cleaning and repairs will be \$12.00 an hour for labor, plus the cost of needed materials.

Exhibitors should note that the loading dock to the Architecture Building is located in the Fine Arts building and that access to the Bailey Gallery is not direct.

The dean retains the right to close the exhibit and require the immediate removal of exhibit materials at any time.