CONTRACT FOR THE USE OF THE LAWRENCE ALLOWAY MEMORIAL GALLERY

PLEASE NOTE:

Second year MFA students should select their faculty advisor at the start of the Fall semester, and consult about their first solo show in the Lawrence Alloway Memorial Gallery. The MFA students should discuss his/her plan for their exhibition and seek input and suggestions from the faculty advisor. If the exhibition require unconventional method of installation, or need electronic equipment, sculpture technician and the digital art technician must be consulted ahead time to ensure the safely and securely for audience and equipment.

Third year MFA students should select his/her thesis committee at the start of the Fall semester, and consult with their thesis committee concerning their thesis exhibition in the Lawrence Alloway Memorial Gallery and MFA exhibition in the Paul W. Zuccaire Gallery in the Staller Center.

During both your solo exhibitions it is required that MFA students contact all full-time faculty for critique.

1. Exhibitions mounted in the Lawrence Alloway Memorial Gallery must be on view and OPEN TO THE PUBLIC at least 1 full week (the number of the MFA students in the program will determine how long the scheduled time slots will last, evenly distributed). A list of works and equipment for insurance must be delineated on a loan agreement form, which will be distributed by the Lawrence Alloway Memorial Gallery advisor. The key provided for the gallery may not be duplicated.

2. A card, poster or e-mail announcement, one or all three must be sent to the department and posted on campus AT LEAST TWO WEEKS prior to the exhibition opening to announce it to the department as well as campus community. You must provide the art department publicity committee with the details of the exhibition and opening reception so that it can be announced on the campus email alert system for current events, which is university-wide. The exhibitor should also notify the campus newspaper, The Statesman, and other pertinent local news outlets, as they review exhibitions from time to time.

3. The gallery must be open and available to the public reliable hours. At least 10 to 15 hours a week on AT LEAST 3 SEPARATE days spread through out the week. Performance works should be held at least twice and the documentation of the performance should be presented in the space. The documentation can include, for example, props, costumes, video documentation, etc. These objects should also be exhibited for no less than one week.

4. The gallery must be returned to its original physical condition with walls patched and painted white for the next exhibitor. The floor must be broom clean. All ceiling tiles must be intact and in place. If you painted the gallery a different color or partitioned it off, you must provide the paint and the labor to return it to its original condition at the end of your scheduled time at your own expense. If you have made special arrangements in advance with the next exhibitor who, for example, would like to use a partition you have built. In this case the new exhibitor is responsible for dismantling the partition or repainting of the gallery. The department will provide one 5-gallon container of paint each year for student use in maintaining the gallery walls.

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5. As mentioned earlier, if works in the gallery are being insured, you must provide the department with loan agreement form listing the work/equipment in the exhibition along with the title/name and value of each item in the show. In the case of exhibitions that make use of electronic equipment all projectors, flatscreen TVs, and laptops must be insured.

6. The first year show may be left in the gallery over the summer on the condition that the show is taken down by the beginning of the Fall semester so that it does not cause the entire exhibition schedule to be delayed or impose on any individual’s exhibition. If the show is left up over the summer people would be required to sit so that it would be open to the campus community at reliable times.

7. The Paul W. Zuccaire Gallery/Staller may be able to lend chairs and/or pedestals for exhibitions at the Lawrence Alloway Memorial Gallery. Requests for borrowing such equipment should be done in writing at least 2 weeks in advance. Any borrowed equipment must be returned to the Paul W. Zuccaire Gallery/Staller when the Lawrence Alloway Memorial Gallery exhibition is over. Arrangements should be made in advance with the Paul W. Zuccaire Gallery/Staller, Director.

8. The Department of Art may lend various equipment, electronic and otherwise, to MFA students for use in their exhibitions. The availability of this equipment is not guaranteed. The order of priority for equipment lending is as follows: graduate students have priority over undergraduate students. Third year shows have priority over second year shows, etc. To avoid scheduling conflicts students should reserve the equipment at least a month in advance, earlier if possible.

9. All Art Department equipment borrowed for exhibitions must be reserved and insured through the Department of Art’s Digital Technician. The Digital Technician or an appropriate faculty member must supervise the installation of electronic equipment to ensure that is done safely and securely for audience and equipment. Installation assistance must be scheduled with the Digital Technician or the faculty member no less than two weeks in advance. The Digital Technician will also ensure that students understand the proper use of borrow electronic equipment.

10. Detailed instructions for turning on/off any work that needs such attention will be written by the exhibiting MFA student for use by gallery sitters so there can be no accidental damage to the equipment. Requests for equipment should be made in writing at least 2 weeks in advance. Any borrowed equipment must be returned to the Paul W. Zuccaire Gallery at the end of the exhibition. Arrangements should be made in advance with the Paul W. Zuccaire, Director, Karen Levitov.

I have read and pledge to adhere to the rules for the use of the Lawrence Alloway Memorial Gallery outlined in the Guidelines For the Lawrence Alloway Memorial Gallery.

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Detach and give a copy of this signature form to Lisa Perez, Graduate Program Assistant

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