

PROCEDURES & AGREEMENT FOR SAAH GALLERIES

Only currently registered students in the School of Art and Art History (SAAH) are eligible to use the exhibition spaces. No gallery space may be used unless booked through the SAAH Exhibition Coordinator. SAAH Administration reserves the right to remove unauthorized exhibitions at the exhibitor's expense. To arrange an exhibit, discuss content, materials and logistics with your faculty sponsor. Each student may only have one, week-long exhibition per year (solo, two-person, or group). Review the following guidelines: find a faculty member who agrees to work with you on your show (faculty sponsor), complete this agreement, and have your faculty sponsor sign where indicated. Return the completed form to Liz Cecil as soon as possible. If you must cancel, please give at least a two week notice; often there is a waiting list. The open spot will be filled according to the waiting list and is not transferrable to another artist. **Keep a copy of this agreement for your reference. You are responsible for following these guidelines. By signing this agreement you understand the space is NOT secure and there will NOT be a gallery monitor during the exhibit.**

Plan your exhibit to run Monday-Saturday 8:00 a.m. – 8:00 p.m. The custodial/monitor staff will lock gallery spaces at night. The space will not be available to you until Sunday beginning at 3:00 p.m. the week of your opening. Do not prop the outside doors open. You are responsible for providing all labor and supplies required to install your exhibit. Studio Specialists and other SAAH staff are not available to help you. Any special needs must be approved in advance by the Faculty Exhibition Coordinator. If approved, the maximum time that Studio Specialists will be available is two hours. Pedestals are available upon request from the Exhibition & Event Technicians. Please have everything installed by 8:00 a.m. Monday morning. **Failure to install a scheduled show may result in the forfeiture of eligibility to exhibit in SAAH galleries in the future.**

Promotional materials must say "Sponsored by the School of Art and Art History, College of Liberal Arts and Sciences" and "Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the School of Art and Art History at 335-1376." You are responsible for printing and circulation of any promotional materials. **Email exhibition details to betsey-kosier@uiowa.edu at least two weeks before your exhibition if you would like information to be posted on the SAAH website. The name of the exhibitor or group show must be displayed at the exhibit.**

Receptions may be held during building hours as posted (7:00am-10:00pm daily) and all reservations and publications must be approved by the SAAH office. **THE SERVING OF ALCOHOL IS NOT PERMITTED IN ANY AREA IN ANY OF THE ART BUILDINGS.**

NOTE: BFA students are required to post informational postcards of their show. Postcards should also be given to students' BFA and/or Honors Faculty Advisor. The name(s) of exhibitors must be clearly displayed with the exhibition.

Remove your show by the following Sunday by 12:00pm unless other arrangements are made with the incoming artist. Please leave the space in the same good condition in which you found it. Spackle the walls, clean the floor (charcoal is especially resistant to cleaning so please use a tarp on the floor if you're doing charcoal drawings on site), remove trash, and repaint the walls if necessary. You will be given ½ gallon of paint. You are responsible for all primer or additional paint needed. You will be held responsible for any additional cleaning, damaged or unclean supplies such as paint trays and brushes, hauling or repair that the School of Art and Art History incurs. **If the space is not restored to its original condition, a maximum \$250.00 fee will be charged to you after the condition of the gallery has been assessed.**

_____ (initial)

I will be registered for classes at the time of the show.

_____ (initial)

You may pick up a key from Betsey Kosier, the Friday before your exhibit. A charge slip will be filled out for a \$200.00 key deposit (if needed) and \$250.00 cleaning fee. The charge slip will be destroyed upon return of the key the Monday after your exhibit. **If the key is not returned, you will be charged \$200.00 for the re-keying of the gallery.** If you want the gallery opened/closed at times different from those described above, you will need to make arrangements. **Due to lack of security monitors, the School of Art and Art History will not be responsible for theft or vandalism.**

_____ (initial)

We encourage all students to consider the ramifications of their work and to be particularly aware of its impact upon the audience. In light of this, we remind students to be cognizant of the University's policy not to discriminate against any individual or group based upon their race, religion, gender, national origin, disabilities or sexual orientation.

- *No illegal acts are permitted.*
- *No physical changes to the structure (walls, lighting track, flooring, etc) of the gallery without special permission of the Faculty Exhibition Coordinator. (i.e. Only holes in the walls made from normal hanging procedures are allowed.*
- *Artwork may hang from the walls of the gallery only. No artwork may hang from the lighting tracks or the trusses; Students using the ABW 3rd Floor Atrium & Art Library must use the hanging system; no physical changes to the walls are allowed.*

