



McFarland Student Union Policy 2003-118

MCFARLAND STUDENT UNION BEAR'S DEN ART GALLERY

A. Purpose

To define a policy and procedure for the assignment of display space in the Bear's Den Art Gallery of the McFarland Student Union (MSU).

B. Scope

This policy applies to anyone who exhibits art or is involved in exhibits in the McFarland Student Union Bear's Den Art Gallery.

C. Definition(s)

- **Display Space Area:** gallery space is located in the Bear's Den Coffeehouse and is a coffee house style gallery with approximately 43 feet of wall area in 3 sections (13'6'', 15 and 14'5''). No other walls may be used for rotating art display use.

D. Policy and Procedure(s)

- **Application Process:** A proposal form must be completed and submitted to the Student Union and Commuter Services Office including photos or slides representing the work to be considered for showing.
- **Eligibility:** The Bear's Den Art Gallery is primarily designed to display art of undergraduate students but faculty and alumni may exhibit if openings permit. The following is the priority system for the gallery:
 1. Full Time Undergraduate or Graduate Students
 2. Part Time Undergraduate Students or Graduate Students
 3. Art Department Faculty or Art Class Projects
 4. Other Faculty and Staff
 5. Alumni*

* Alumni must be sponsored by faculty or staff member

Use of the art gallery by non-university affiliated individuals or groups is not permitted unless sponsored as part of an official university program. Rental of the art gallery exhibition space by external organizations through Conference Services is permitted only during non-semester periods and with the approval of the Director of the MSU.

- **Requirements /Acceptance:** Artwork in exhibits should demonstrate high quality and craftsmanship. The content of the work must be suitable in relation to the population served by the gallery. All work must be in ready to hang condition and must be displayed/hung with the existing installation hanging system. The gallery coordinator will determine exceptions.
- **Insurance:** A list of works with title, description and value **must** be submitted to the gallery coordinator **prior** to the exhibition. Failure to submit this list may result in loss of coverage.
- **Length of Exhibitions:** Shows will be scheduled for a period of approximately two weeks. Extensions will be considered during off peak times or when a show is not scheduled immediately after the current exhibition.
- **Sale of Art Work:** Selling or listing the price of artwork is not permitted unless approved by the art gallery coordinator and officially registered with the Office of Student Involvement.
- **Show Set-up:**
 - Show set-up is the responsibility of the exhibitor with direct assistance from the gallery coordinator.
 - Set-ups must be done during off peak hours off the Bear's Den Coffeehouse and the gallery coordinator must be present during all set-ups and tear-downs.
 - Exhibitors must use the existing display/hanging system available in art gallery. The art gallery coordinator must approve all exceptions.
 - The artist must fix any damage to walls caused by the installation immediately after each show.
 - Three-dimensional art may be placed in the designated areas represented by the tile area in and around the art gallery with minimal displacement of lounge furniture and tables. The use of pedestals is permitted but must be provided by the exhibitors and promptly removed after the show.
- **Opening/Reception:** The option to have an opening/reception is available to the exhibitor. Reception snack food can be ordered through the gallery coordinator up to a \$25.00 limit.
- **Take Down:** On the designated closing date of the show the exhibitor must be available to take down the show and remove the art. Storage of art overnight or for extended periods is not permitted.

E. Effective Date - TBA

F. Approved By

G. Cross References

Sales and Fundraising Policy, *The Key*