

Approval Date:	August 25, 2026
Approved by:	Vice-Provost and Chief Academic Officer
Policy Holder:	Head, Finance and Administration
Administrative Contact:	Manager, Finance and Administration



Art Gallery Protocol

Application:

This protocol is applicable to all those using the Art Gallery at the University of Guelph-Humber. The purpose of this protocol is to ensure there is a transparent and clear procedure for utilizing the Art Gallery. It is also intended to improve clarity around the type of events that can be booked in the space.

Showcasing University of Guelph-Humber Excellence:

The Art Gallery should be used to shape the university's identity, foster intellectual and creative exchanges, strengthen relationships between internal university communities, external communities, and the broader academic world. The use of the Art Gallery should foster a vibrant campus culture, by creating a space for interaction among students, instructors, and staff.

Through programming, the gallery will play a central role in raising the university's profile and enhancing its academic reputation. Examples of uses include:

Events: The space can be used to hold events that support broad campus involvement and highlight important days in the calendar year (e.g. National Day of Truth and Reconciliation, Black History Month, Remembrance Day, Missing Indigenous and Murdered Women).

Professional/Corporate Events: The space can be used for hosting professional and corporate events (e.g., ABLE Career Fair, University of Guelph-Humber Anniversary, internal workshops, donor and other initiatives sponsored or initiated by the Office of the Vice-Provost, Case Competitions).

Recruitment Events: The space can be used for major recruitment events (e.g. Fall Information Day, Program Preview Day).

Academic, Research and Scholarship: Showcases instructors, scholars, and students work, where the exhibit highlights academic research, scholarship, and creative works (e.g. Art exhibits, thesis poster symposium, capstone projects, student projects that have a presentation component).

Community Engagement: The space serves as a bridge between the university and the local community by hosting public events (e.g., high profile internal and external guests) which draw in people beyond the academic community to the university and raise the institution's profile within the local, national, or even international communities.

General guidelines:

- These guidelines are in addition to those provided in the Space Booking Protocol. Be

sure to familiarize yourself with those guidelines as they also apply to this space.

- Students participating in the Event Management course are given priority to book the Art Gallery at the start of each semester. Booking the Art Gallery for corporate university-related events will open after the third week of each semester.
- To access the Art Gallery, arrangements must be made with Public Safety at the 1st floor main entrance desk or by emailing publicsafety@humber.ca in advance.
- The Gallery cannot be opened to the public in the absence of the event organizers, nor without organizing daily security in case of exhibits that require additional security coverage. Please contact Humber's Department of Public Safety directly to arrange for daily security (additional cost) and to coordinate who may access the space during non-exhibit hours.
- Event organizers are responsible for exhibit pieces and valuables (if any) after the opening reception and should regularly check pieces on display.
- All activities including check-in or coat check are meant to take place within the Art Gallery. Any planned activity outside of the Art Gallery requires a separate Atrium booking and adherence to the Atrium protocol.
- The event organizer is responsible for ensuring that all food and beverages stored in the kitchen are disposed of after the reception, and all garbage is cleared and set neatly next to an Atrium garbage container for collection.
- The use of microphones and music may be permitted in the gallery during the academic term provided that sound levels are not disruptive to classes and it does not interfere with other events.
- The Art Gallery space is not available during exam time.
- There is a ladder in the Art Gallery closet. Only ladder certified individuals are permitted to use a ladder.
- Artwork may only be mounted along the indentation or groove provided and hung using S-hooks, easels or poster boards along the indentation of the wall.
- Artwork and other décor may not be affixed using any adhesives, tape, nails or other hardware or materials to the walls, floor, ceiling or lighting tracks.
- Removal of the Art Gallery's light fixtures and/or bulbs from the ceiling is not permitted. Rather, each track has its own light switch, and lamps can be moved along the ceiling track and can swivel in multiple directions to provide the desired lighting effect.
- The Gallery's lighting fixtures cannot be covered using cellophane or other materials or attachments as it poses a fire hazard.
- Popcorn or cotton candy, smoke or related machinery are not permitted inside the space.
- Repairs for any damages made to the Art Gallery will be at the expense of the department responsible for the event.

This protocol is not intended to cover all situations that may occur. Any activities that are deemed to be inappropriate use of the Art Gallery will be at the discretion of building management and Public Safety.

Any questions or concerns, please contact inquiries@guelphhumber.ca or 416.798.1331.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document including those guidelines outlined in the Space Booking Protocol.

Signature: _____ Date: _____