

Art Gallery Protocol

Updated: September 2017

This protocol is applicable to all those using the Art Gallery space at the University of Guelph-Humber. The purpose of this protocol is to ensure efficient, effective and shared space management of the Art Gallery.

- Event Management groups are required to complete an **Event Detail Form** approved by their course Faculty and submit this form to the Information Officer as soon as approved but not less than 1 week prior to opening reception.
- The Gallery will not be opened to the public in the absence of the organizers or without organizing daily Security.
- To access the Art Gallery, Security must be contacted at the front desk or call 416.675.6622 Ext. 4077.
- The Ontario Building Code has a limit of **60 occupants in the Art Gallery at a time**. These are set laws and if users breach these regulations, fines can be imposed.
- Only event organizers are permitted to handle exhibit pieces after the opening reception. Event organizers should regularly visit and check their pieces on display in the Gallery.
- Tables & chairs for opening registration can be requested with 48 hours advance notice through Humber's Facilities department at <http://www.humber.ca/facilities/archibus>. Any other furniture required for the exhibit must be rented through an external company.
- Artwork must only be mounted along the indentation/groove provided.
- Artwork can **only** be hung using the S-hooks, easels or poster boards provided.
- Artwork and other decor **cannot** be affixed using any adhesives, tape or nails to the walls, floor or ceiling of the Art Gallery.
- Removal of the Art Gallery's light fixtures and/or bulbs from the ceiling is **prohibited**; each track has their own light switch, lamps can be moved along the ceiling track and can swivel in multiple directions.
- The Gallery's light fixtures **cannot** be covered using cellophane or any other attachments as this poses as a fire hazard.
- No painting or patching of the Art Gallery walls.
- No popcorn/cotton candy or related machinery is permitted in the Art Gallery.
- Helium balloons are not permitted inside the building due to the nature of the Atrium design and sensitive equipment associated with the plant wall.
- Lighting of candles is not permitted. Faux-lit candles can be used alternatively for decoration.
- All activities during opening reception, including check-in or coat check, can only take place within the Art Gallery. Any planned activity outside of the Art Gallery will require a separate Atrium booking.
- The event organizer is responsible for ensuring that all food & beverages stored in the fridge are disposed after the opening reception and all garbage must be cleared and set neatly next to an Atrium garbage container for collection. The event organizer is also responsible for submitting a work order to Facilities for garbage pick-up and floor cleaning using <http://www.humber.ca/facilities/archibus>. Facilities can also be reached at 416.675.6622 Ext. 4444.
- After the exhibit concludes, the space should be returned to its original configuration as soon as possible. Easels must be mounted on the provided posts. The Gallery closet/kitchen must be kept cleaned and organized to its original state. Any items not being used must be removed or stored neatly in the Gallery's closet.
- Any damages to the Art Gallery will be at the expense of the department/vendor(s) responsible.

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 who has the right to intervene. Any questions or concerns, please contact the Information Officer at info.officer@guelphhumber.ca or 416.798.1331 Ext. 6084.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document. In the event of failure to meet the stated criteria, I understand that staff and/or security have the right to intervene and enforce the rules of the Art Gallery.

Signature: _____

Date: _____