

## Art Gallery Protocol

Updated: September 2023

### 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 efficient, effective, shared space management of the Art Gallery.

### General guidelines:

- Maximum occupancy for the Art Gallery is 60 occupants in accordance with Ontario Building Code.
- An Event Detail Form (attached) is required to be completed, approved, and submitted to the Information Officer for confirmation of your reservation.
- Students participating in Event Management courses would need to submit the Event Detail Form at least one week prior to the activity.
- To access the Art Gallery, arrangements must be made with Public Safety situated at the main Information Desk or by calling 416.675.6622 Ext. 8500 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 or events that require additional security coverage. Please contact Humber's Department of Public Safety directly to arrange for daily security (additional cost).
- Event organizers are responsible for exhibit pieces (if any) after the opening reception and should regularly check pieces on display.
- Tables and 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 required furniture may be rented through an external company.
- To request the use of the UofGH letters for your on-campus event, you must complete the [booking request form](#) at least two weeks prior to your event.
- 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.
- If you are catering an event, please review the [Food Serving Protocol Form](#) and make arrangements with Humber Food Services at 416-675-6622 ext. 4238.
- If you are planning to serve or have alcohol at your event a special occasion permit must be obtained from Humber. Please refer to: [Provision, Service and Consumption of Alcohol](#)
- 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.
- Upon conclusion of the event, kindly ensure the space is returned to its original state so it is readily available for the next booking. Please submit a work order for garbage pick-up and floor cleaning at <http://www.humber.ca/facilities/archibus>.

Please be mindful of the following:

- 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/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 of the Art Gallery.
- Custom painting and patching of the Art Gallery is not permitted.
- 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 / attachments as this poses a fire hazard.
- Lighting of candles is not permitted. Alternatively, faux-lit candles may be used.
- Popcorn / cotton candy, smoke or related machinery are not permitted.
- Helium balloons are not permitted inside the building due to the nature of the Atrium design and sensitive equipment associated with the plant wall.
- Repairs for any damages made to the Art Gallery will be at the expense of the department or 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 and/or Public Safety.

Any questions or concerns, please contact the Information Officer at [info.officer@guelphhumber.ca](mailto: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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Art Gallery Event Detail Form**

Reception Date (Month/Day/Year) and Time: \_\_\_\_\_

Exhibit/Event Dates and Daily Visiting Hours: \_\_\_\_\_

Exhibit/Event Closing Date (Month/Day/Year): \_\_\_\_\_

**Contact Information:**

Organizer(s) Name(s)	Telephone	Email

**Event Details: Please provide a detailed description of the event and use of the Art Gallery space.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Featured Artist (if applicable): \_\_\_\_\_

Total Number of images/artwork displayed: \_\_\_\_\_

Is photography permitted?       Yes       No

Are food and drinks permitted?       Yes       No

Management/Course Faculty Approval: \_\_\_\_\_

Print Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\* Please note: it is the responsibility of the organizer to ensure that events in the Art Gallery are compliant with the Art Gallery Protocol.