

# The VSU Art Department Student Gallery Application and Contract

To be submitted by faculty and students.



## The VSU Art Department Student Gallery

This Student Gallery is a unique venue for student/class exhibitions, installations, and collaborative ventures.

Applications must be completed in full, including your signature, to be considered.

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE REQUESTED (Usually 2 weeks per exhibit)

\_\_\_\_\_  
(From) (To)

## **SUBMISSION GUIDELINES**

A student interested in exhibiting must submit this contract (signed) along with a written proposal briefly stating the intent of the desired use of the exhibition space, and 5 images representational of their written proposal. For a group exhibition one student must assume responsibility and sign the contract, though all exhibiting student names must be listed in proposal.

Submit completed contract, written proposal, and images to Prof. Julie Bowland [jabowlan@valdosta.edu](mailto:jabowlan@valdosta.edu)

Please note that a request for space does not guarantee that space. Only exhibitions adjudicated by the *Gallery* Committee and confirmed by email from the Gallery Director will be honored.

Applications must be completed in full to be considered.

## **GUIDELINES & INSTALLATION RULES**

1. The Student Gallery is available for currently enrolled Art majors and minors.
2. Any exhibition or installation that may constitute a threat to the safety of persons occupying that space or that violates any Valdosta State University policies will be removed without notice.
3. Exhibition is to be installed after 12 noon on the approved date. Installation access will be Friday through Sunday with an expected Monday opening.
4. Student will be issued the gallery key for access during installation. Student is responsible for key and subject to key replacement costs.
5. Tools such as ladders, levels, tape measures, etc. may be checked out at the discretion of the Gallery Director. Student will be responsible for any lost, stolen, or broken tools or equipment.
6. Exhibitions must be removed and gallery restored to original condition before noon on the final day of the reservation. (Friday)
7. Student must restore the Student Gallery back to its original form. Spackle and paint over holes made during the exhibition using only approved paint.
8. Student **MUST** get final approval from the Gallery Director regarding the cleanup of the exhibition.
9. Student is responsible for any costs related to the exhibition.

## **SIGNATURE REQUIRED**

I, \_\_\_\_\_, have read the above stated regulations and understand my responsibilities. If I fail to comply, the Student Gallery committee may refuse me future exhibitions and has the right to take further action through Valdosta State University.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Questions? Please contact: Professor Julie Bowland, Gallery Director**

**Email: [jabowlan@valdosta.edu](mailto:jabowlan@valdosta.edu) Office: FA 1070G**

**Phone: 229-333-5835**