

# College of Design Space Reservation Form

Date of reservation request (today's date) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Department/curriculum \_\_\_\_\_

Date(s) space is requested \_\_\_\_\_

Time(s) space is requested \_\_\_\_\_

Date(s)/time(s) this exhibition/event will be open to the public (if applicable) \_\_\_\_\_

Please indicate the space(s) you are requesting (based upon availability) by circling below:

## Critique/Exhibition Space

Gallery 181\*

Room 181-1\*

Lyle E. Lightfoot Forum – north\*

Lyle E. Lightfoot Forum – south\*

Lyle E. Lightfoot Forum – wall space\*

## Classroom/Meeting Space

Kocinski Auditorium (101 Design)

*\*Must fill in back side of this form.*

**NOTE:** By completing and signing this form, you are *requesting* the use of a particular space in the College of Design. Someone from the Dean's Office will contact you to confirm the reservation once it has been approved.

Signature \_\_\_\_\_

**IMPORTANT:** By signing this form, you agree to make sure the space you have requested will be properly cleaned after using (garbage picked up, tables/chairs back in place, pins/tape removed from walls or panels, gallery walls patched and painted, etc.). Failure to comply will result in loss of your privilege to use *any* College of Design space in the future.

**For all uses of Gallery 181/Room 181-1/Lightfoot Forum, please provide the following information.**

Title of event or exhibition \_\_\_\_\_

\_\_\_\_\_

Brief description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If your event is an exhibition, please provide the following information.**

Opening/closing reception? (circle one)  Yes  No

If yes, date and time of reception \_\_\_\_\_

Lecture or other events associated with this exhibition?  Yes  No

If yes, what, where and when (date/time)? \_\_\_\_\_

\_\_\_\_\_

Describe any special needs for this exhibition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please submit digital images for this exhibition and any supporting documentation.**

I have read and understand the college's gallery policy, and I agree to the terms and conditions for use of the space I am requesting. I understand that tech support and other accommodations must be arranged by my home department well in advance of the exhibition installation or other event.

Faculty/student signature \_\_\_\_\_

Major professor signature \_\_\_\_\_

Department chair signature \_\_\_\_\_

College approval \_\_\_\_\_ Date \_\_\_\_\_

**cc: College of Design Communications Specialist**

## **Installation and Removal of Exhibitions**

The person or group that organizes an exhibition is responsible for proper installation and timely removal of work. At the end of the exhibition, the organizer agrees to return the room in the same condition or better than when they placed work in the space.

## **Security**

The exhibition organizer is responsible for the proper protection of the work. The College of Design bears no liability for theft, loss or damage to the work. In most years the galleries are not insured, and the college does not provide gallery monitors.

## **Hours and Access**

The exhibition organizer is responsible for establishing the hours the exhibition will be open to the public each day, and for coordinating any receptions or other events associated with the exhibition.

He/she must assign someone to open the room (either 181 or 181-1) each morning during the show's run and close the room no later than 5 p.m. each day (unless prior arrangements have been made for extended hours, in which case it is the organizer's responsibility to monitor and close the room at that later time). The gallery typically has been open from 9 a.m. to 4 or 5 p.m. daily, Monday through Friday, with extended evening hours for an opening or closing reception.

Weekend hours are at the discretion of the organizer, but again, he/she will be responsible for ensuring the exhibition is opened, monitored and closed at the stated times. He/she should check out the appropriate room key (181 or 181-1) from the Dean's Office.

Any violation of approved opening and closing procedures will immediately revoke any access to the room for the duration of the exhibition.

***NOTE:** The galleries serve a dual purpose as meeting rooms and critique spaces for the college. Exhibitions must not preclude meetings from taking place.*

## **Publicity**

The exhibition organizer is responsible for submitting pertinent information about the exhibition to the College of Design's communications specialist to allow him/her to post information on the gallery Web site, college and university calendars, and to publicize the show and any accompanying events (receptions, gallery talks, etc.) to local media. The organizer is asked to provide this information on the space reservation request form.

***NOTE:** The organizer is responsible for designing and printing any posters, postcards or other materials he/she wishes to use to attract visitors to the show. The only exception is if it is a college-sponsored/funded exhibition.*