



**Installation and Removal of Exhibits** 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 space to the same condition or better than when they placed work in the space.

\_\_\_\_\_ *Initials*

**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.

\_\_\_\_\_ *Initials*

**Hours and Access** The exhibition organizer is responsible for establishing and enforcing 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 should check out the appropriate room key from the Dean's Office and will be held responsible for this key until it is returned. 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.*

\_\_\_\_\_ *Initials*

**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.*

\_\_\_\_\_ *Initials*

**Conditions** 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.

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.

I have read and understand the college's space reservation 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.

**Your Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Name** (printed) \_\_\_\_\_  
Required for student events

**Faculty Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dept/Program Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are a student group or club wanting to sell food, you must fill out an Event Authorization form through the Student Activities Center. This must be done before the College can approve. [www.sac.iastate.edu/eventauthorization/](http://www.sac.iastate.edu/eventauthorization/)

