

Iowa State University College of Design

Space Reservation Form

The College of Design believes that exhibitions and artistic expression are an integral part of our pedagogy. While the College of Design will not censor exhibits, the exhibitor must understand that this is a public building whose visitors need to be informed of the content of the exhibit prior to it being viewed. This form will serve as the first step in identifying the educational objectives of the exhibit and help the College of Design ensure that all visitors to the building have the opportunity to decide for themselves if they wish to view the exhibit. ***All exhibitors will submit a representative poster outlining educational goals and objectives for the exhibit along with this form before approval will be granted. This poster will be displayed with the exhibit.***

Today's Date _____

Name _____

Email _____

Dept/Program _____

Date/Time Needed _____

Title of Event/Exhibit _____

Event/Exhibit Description _____

Space Requested

(Map provided on page 4)

Gallery 181

Room 181-1

Lightfoot Forum North

Lightfoot Forum South

Lightfoot Forum Walls

Kocimski Cases

North Cases

Hansen Exchange (King Pavilion)

Beckman Forum (King Pavilion)

Dean's Office Cases

Cyber Café Cases

Dean's Office Walls

Pickard Chilton Gallery

Design on Main Gallery

Materials Needed

Chairs (# _____)

Tables (# _____)

Metal Stands (# _____)

Rolling Boards (# _____)

Note: Technology needs are the responsibility of the exhibitor

Event Type Does this event have an Opening or Closing Reception?

Yes No

If Yes, please list date and time: _____

Is there a lecture or other activities associated with this event?

Yes No

If Yes, please list date(s) and time(s): _____

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

_____ 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 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 8 or 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.*

_____ 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 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.

Your Signature _____ Date: _____

Faculty Name (printed) _____
Required for student events

Faculty Signature _____ Date: _____

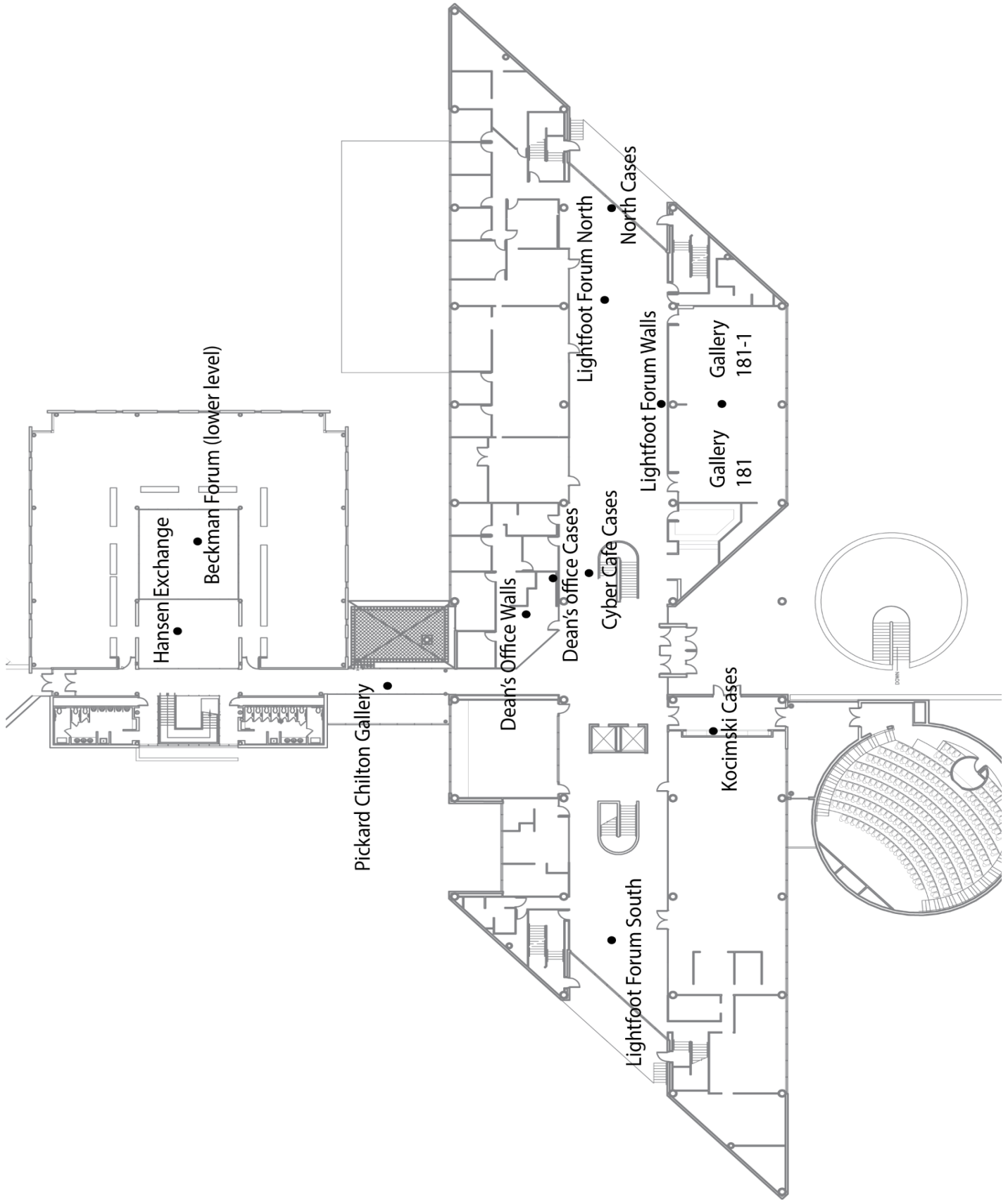
Dept/Program _____ Date: _____
Signature

College Approval _____ Date: _____

Departmental Use Below

- Routing Communications
 Graphic Design
 Facilities
 IT

Notes _____



Please list the title and the replacement value of each piece that will be displayed in the gallery

Title of Piece

Replacement Value

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____
