


# Gallery Lounge



## Policies and Procedures



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## ***Gallery Lounge Mission, Goals & Description***



The Gallery Lounge, located on the third floor of the Student Center, is designed to expose the Georgia State University community to contemporary art in a relaxed, comfortable lounge environment.

The Gallery Lounge provides an exhibition space for artwork created by Georgia State University students, faculty and/or staff, in addition to providing a lounge space for Georgia State University students, faculty and/or staff as well as non-affiliated organizations and individuals.

### **Goals:**

- To present exhibits using various media including but not limited to paintings, drawings, and photography which are two-dimensional.
- To present high quality diversified exhibits in the Gallery-Lounge that will be of interest to diverse academic segments, various ethnic groups and people of different cultures.
- To provide an accommodating atmosphere for students, faculty and staff to study, discuss in groups, and relax.
- To give Georgia State University students, faculty and staff an opportunity to show their artistic work.

### **Description:**

- The Gallery Lounge is an “L” shaped space. Specifically, the front area is 46’ x 20’ and the back area is 16’ x 26’. The total square footage is 1,336.
- Security is provided through a surveillance system.

## *Gallery Lounge Guidelines*



1. The Gallery Lounge hours are consistent with the regular hours of the Student/University Center:

**Monday – Friday 7:00AM – 11:00PM**  
**Saturday & Sunday 12:00PM – 9:00PM**

*Note:* Hours may change without notice and vary during break and holiday periods

2. Exhibits are cooperative efforts between the exhibitor and the Student/University Center.
3. The Georgia State University Student-University Gallery Lounge can be reserved for exhibitions through the Student-University Center Reservations Office.
4. Prospective exhibitors will be required to complete a Gallery Lounge Application/Contract and submit it along with slides, photos and/or a detailed description of the exhibit 45 days prior to opening the show. The application is available in the Reservations Office, 345 Student Center, and on the Georgia State University Student-University Center Web-Site.
5. The Georgia State University Student-University Center Gallery Lounge reserves the right to refuse to exhibit work that they judge not suited for the PUBLIC Gallery Lounge space. This will be determined as part of the application process. ( **See attached:** “Appropriateness of Exhibit Work for Display in Public Places”)
6. The appointed Student-University Center staff reviews all completed applications and selects the artist’s work that will be invited to exhibit in the Gallery Lounge.
7. The Exhibitor will do Hanging and removal of the exhibit(s). The Exhibitor is responsible for transporting the work to and from the Gallery Lounge. Work not removed within 3 days of the exhibit’s contracted closing date may result in storage fees.
8. Space assessments will be conducted prior to the installation and immediately following the removal of the exhibit. Exhibitors are expected to take reasonable steps to ensure proper care of the facility and the equipment. Damage to the space during installation or removal will be the responsibility of the Exhibitor.
9. All work must be prepared for presentation on the date of exhibit set -up, and **MUST** be ready to hang or install. Frames are preferred, but matte board and foam core are acceptable. Fiber hangings must be mounted on a rod. All other accommodations must be specified on the Gallery -Lounge Application/Contract.
10. The Gallery Lounge is to remain conducive for study, group discussion and student lounge use. All furniture is to remain in the room and furniture placement will be determined at installation. Lounge lighting (overhead florescent) shall be maintained throughout the exhibit.



11. Structural modifications are highly discouraged. All requests to modify the existing structure in any way must be submitted in writing and approved by the Executive Director of the Student Center.
12. The exhibit must be shown for no less than 2 consecutive weeks and no more than 4 consecutive weeks, unless by special approval.
13. Items may not display sale amounts. It is recommended that the exhibit items are labeled with a contact name and number to direct potential customers who are interested in price lists or other contact information. The Georgia State Student -University Center does not charge a commission.
14. The Gallery Lounge is open when the Student Center is open and it not staffed. There is not separate security provided for exhibitions. Students, faculty, and/or staff have free access to the Gallery Lounge and are encouraged to walk freely in and out of the space as well as stay in the space for extended periods of time. The Student/University Center is not responsible for theft of or damage to any items on display in the Gallery Lounge.
15. All work is insured through Georgia State University according to the fair market value placed on the work by the artist. Work that does not have a value submitted will not be insured.
16. The artist/exhibitor(s) is responsible for supplying an image, and information describing the exhibit for use in publicity.
17. The Gallery-Lounge reserves the right to publicize the exhibit through the student newspaper, flyers or other publicizing options available to t he Student-University Center.
18. The artist or exhibitor's name and contact information must be displayed along with the exhibit.
19. Labels indicating title of work, medium, name of artist, to be fixed adjacent to each piece, are the responsibility of the artist/exhibitor(s). The artist may also wish to produce a sign(s) announcing the exhibit, to be displayed at the exhibition. Final arrangements for signs or other promotional materials in the Georgia State University Student -University Center Gallery Lounge must align with the Posting Policy of the Student -University Center. Information about the Posting Policy can be acquired from 360 Student Center or through the Student/University Web Page.
20. Receptions can be accommodated in the Gallery -Lounge; however, they must be coordinated through the campus reservations and catering offices.
21. No open flames are permitted, either in the exhibit or at the reception.
22. The artist(s) and/or exhibitor will complete and sign an application/contract before permission is granted for use of the space, agreeing to the Gallery Lounge guidelines.

## *Appropriateness of Exhibit Work for Display in Public Places*



Goal: *Exhibit work that is appropriate for display in public places*

To accurately and effectively judge proposals for exhibition it is important for the Student - University Center to view examples of the work that will compose the exhibit. Thus, slides, photos and/or a detailed description of the exhibit should be submitted 45 days prior to opening the show.

**At the time of selection, the Student-University Center reserves the right to determine the appropriateness of exhibit work that:**

- May degrade or be perceived to degrade a people or culture
- Is intended to advance an individual's political cause or campaign
- Is founded solely on eroticism
- Is poorly executed and presented
- Is completely unsuited to the space available

**At the time of installation of the exhibit, the Student -University Center reserves the right to determine the appropriateness of exhibit work that is:**

- Too fragile
- Improperly prepared for exhibit
- Damaged
- Over-valued
- Not as represented during the Gallery-Lounge application process

Artists/Exhibitors are encouraged to include explanatory material in the exhibit to accompany work that is provocative and/or subject to misunderstanding. It is in the best interest of both the artist and the Gallery Lounge to communicate the intentions of the exhibition and art.

## *Handling Works of Art: Tips\**



Every exhibition and each individual piece should be handled with care and respect. Remember, each piece tells a story.

1. Be meticulous about cleanliness while unpacking, hanging, labeling, and dismantling the show. Hands should always be washed before handling artworks. Gloves should be worn when necessary to avoid fingerprints and possible damage.
2. Use good judgment in carrying objects, keeping in mind size, weight, bulk, and frailness.
3. Avoid stacking or leaning works. If necessary, place back-to-back and face-to-face.
4. All pieces should be checked carefully for damages, both on arrival and when repackaging.
5. Food and drinks should not be present when handling artwork.

\* From the Cal Poly Pomona Gallery Manual

## Application for Use/Exhibition

Title of Exhibit \_\_\_\_\_

Name of contact (artist/exhibitor/coordinator) \_\_\_\_\_

Contact address \_\_\_\_\_

Contact phone number(s) \_\_\_\_\_

Contact e-mail address \_\_\_\_\_

What is the relationship of the exhibitor to the University (student, faculty, staff, alumni)?  
\_\_\_\_\_

Has the artist/exhibitor previously held an exhibit at Georgia State University? If so, where?  
\_\_\_\_\_

How many artists will be exhibiting? \_\_\_\_\_

Do you require any special accommodations for your exhibits? If so, what?  
\_\_\_\_\_  
\_\_\_\_\_

What are your preferred dates of exhibition (Reminder: the exhibition time frame is no less than 2 weeks and no more than 4 weeks)?

1<sup>st</sup> Option: \_\_\_\_\_

2<sup>nd</sup> Option: \_\_\_\_\_

Estimated value of the exhibit \_\_\_\_\_

*Note: Please complete **Schedule A**, attached, in order to have your exhibit insured.*

Do you plan to host a reception? \_\_\_\_\_

*If so, please note that food must be obtained through GSU Dining Services.*

Please describe in detail the theme, title, purpose, and any other explanatory material that will aid the Student-University staff in understanding what will be exhibited. Please attach additional information (e.g., photocopied examples) if appropriate. ( **You may attach additional sheets** )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The signature below certifies that the applicant has read the Gallery Lounge Policy and Procedures and agrees to comply. The applicant understands the limitations of liability.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Schedule A

	Name of Artist (if other than above)	Medium	Image Size	Frame Size	Valuation
1.					
2.					
3.					
4.					
5.					
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28.					
29.					
30.					

Example

The information provided on this sheet will help the Student -University Center staff determine the appropriate amount for which the exhibit should be insured. If necessary, please attach additional information that will help determine the value of the exhibit. You may find it helpful to submit copies of the work being exhibited.

If the number of pieces exceeds room, ask for an additional consignment sheet or write the information on the reverse side in a legible form. Thank you.

Signature of Exhibitor \_\_\_\_\_

Date \_\_\_\_\_

Signature of Georgia  
State University Representative \_\_\_\_\_

Date \_\_\_\_\_

## Exhibition Contract

The Student/University Center at Georgia State University provides the Gallery Lounge as a venue to expose the campus community to contemporary art in a relaxed, comfortable lounge environment. All exhibits are temporary and have been approved for installation by the Student University Center Advisory Council.

This agreement is between the Board of Regents of the University System of Georgia and on behalf of the Georgia State University Student Center Gallery Lounge (here in referred to as "Gallery Lounge") and \_\_\_\_\_ (organization, individual, or department named herein referred to as the "Exhibitor").

### Please Specify

Title of Exhibit: \_\_\_\_\_

Please note the schedule A, must be complete for specific information about each exhibition piece for insurance purposes.

Date Exhibit will be "installed": \_\_\_\_\_

Date(s) that Exhibit will run: \_\_\_\_\_

Date Exhibit comes down: \_\_\_\_\_

Example

The duration of this agreement will commence upon the date of signing and shall continue in effect through the removal of the exhibit.

- The Student/University Center reserves the right to observe reduced hours during holidays and intercessions.

**I have read the attached Gallery Lounge Policies and Procedures and agree to the contents therein.**

Signature of Exhibitor \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of Georgia  
State University Representative \_\_\_\_\_ Date \_\_\_\_\_

Phone Number: \_\_\_\_\_