

MEDICI GALLERY USAGE CONTRACT

MEDICI Gallery Standard of Care

The MEDICI Gallery was graciously established in 2012 in Richards Hall to provide a space to explore and showcase student artwork. To preserve this space for current and future use, a standard of care has been implemented in the form of this contract that holds all users of the MEDICI Gallery accountable. It protects against the abuse and neglect of the MEDICI Gallery and all borrowed materials in their care (for their install and de-install in the MEDICI Gallery).

ALL responsible parties interested in using the MEDICI Gallery must READ this contract!!

- ⇒ By signing and uploading the MEDICI GALLERY CONTRACT on the ONLINE RESERVATION REQUEST FORM, you agree that you have read and understood all of the elements listed and implied within this contract—including the Gallery’s floorplan and the MEDICI Gallery Supply Cabinet notes documents.
- ⇒ Signature pages are kept on file and can be referenced as needed.

GENERAL USAGE

This space is only for exhibitions and experimentations. If you just want to document work, utilize other facilities provided in the attic of Richards hall or install an exhibit in the space and then document it while on display.

These are 1-week slots (7-days), including install, display/use and clean-up.

Installation begins on Sunday @12:00PM, when you will meet the student manager to get the key.

Exhibition Use

When you declare on the reservation request form that you are using the space for an exhibition, you are expected to **have everything ready for viewing by 12:30PM on Monday.** Viewing hours are Monday – Friday, 12:30 to 4:30PM. Use the 7 days wisely. No one will be unlocking or locking-up the space for you; you have the key, so you are responsible for either leaving it open or locking it up daily. Drew Davis (only) documents the exhibitions and uploads images to the MEDICI webpage. **If you do not have the exhibition ready by 12:30pm on that Monday, then this will be considered an offense.**

Experimentation Use

If you declare on the reservation request form that you will be using the space for experimentation, *and not an exhibit*, then make sure you place the correct sign filler in the LOWER clear sign holder on the wall, located **outside the doors to the MEDICI Gallery, by 12:30pm on that Monday.** This will let Drew know he does not need to photograph the space that week. You MAY also need to shut and lock the doors and put paper on the glass if you do not want people to wander in, thinking it is a show. It is your call whether or not to let people experience your experimentation, but it is your responsibility to communicate your wishes via the aforementioned signage, locked/unlocked doors and window coverings. **Failure to properly post signage will result in an offense.**

- MEDICI Gallery users are responsible for all installation/lighting, the actual exhibition, and de-installation/repairs/cleanup.
- Seek help and assistance as needed from your faculty, peers, the Fab Space manager (Joseph Holmes), etc. in a timely manner for all of these actions, to ensure that you achieve them within your allotted time frame.
- Install/lighting and de-install/repairs/clean-up must be properly completed within that time frame, so as not to delay the next person's use. Plan accordingly.

De-install | Clean-up | Check-out process

De-install can begin after 4:30PM on Friday. You will have a key to the grey, rolling MEDICI SUPPLY CABINET that will live just inside RH 104 when not in-use. **You must have everything cleaned and properly repaired (watch the video links and read notes on top of the MEDICI Repair cabinet) by Saturday at 2PM,** when you will meet the MEDICI Gallery Student Manager (MGSM) for your check-out process. They will look over the space and MEDICI SUPPLY CABINET with you to make sure all is in order. They will check off what has been done correctly, collect the Gallery key and MEDICI CABINET KEY, and **then you and they sign the check-out sheet (which is part of the contract).**

CANCEL RESERVATION

If you need to cancel your use of the space then you must contact the **MGSM via email** at least two weeks (14 days, M-Su) before your check-in date (the Sunday beginning your reservation period). If you cancel your use of the space with less than two weeks prior to this date, you will incur an offense. This is to allow time to find a replacement exhibition for the gallery so that it does not sit unused when so many students are interested in using the space.

OFFENSES

If users of the MEDICI Gallery do not abide by the standards of care in this contract, a few things will happen:

- 1st Offense:** their privilege to use the space or have their work shown in the space will be suspended for the remainder of that semester.
- 2nd Offense:** their privilege to use the space or have their work shown in the space will be suspended for the remainder of that academic year.
- 3rd Offense:** their privilege will be permanently revoked for their remaining time at UNL.

PROHIBITED

The use of fire, flammable materials (EX: spray painting the walls, piles of wood chips or shavings, mineral spirits, etc.) or a considerable amount water

GENERALLY PROHIBITED

Requires approval from AT LEAST the MEDICI Gallery Student Manager(s); they will seek further advice as needed.

- The use of live animals or insects
- Decaying objects or beings
- The use of projectile materials in the space
- Painting the walls a color other than the paint offered on the MEDICI SUPPLY CABINET
- Painting the floors, windows, doors or ceiling

- Removing the window blinds
- Using more or different lights or fixtures that what will be provided in the space or by the Student Manager
- Knocking or putting holes in the wall that are larger than 1/2" in diameter
- Hanging or attaching things to the light fixtures
- Hanging anything heavier than 5 pounds from the struts without advice
- Hanging things from any other surface other than the pre-approved 2nd & 4th beams in the ceiling
 - (There are 5 beams that run North to South. The 2nd & 4th beams are actually stainless-steel struts that house the lighting tracks and they can withstand weight. Place your string or wire directly to the steel part above the lighting track.)

If your installation requires something 'complicated' or that could potentially be a hazard like the items previously listed or otherwise, **you must indicate these things in the NOTES section when you submit the online reservation form. There may be steps that need to be taken to ensure building and visitor safety. The MGSM will be able to communicate if anything needs to be done when they respond via email to your submission. If these sorts of things are not mentioned on the online reservation form, you will accrue an OFFENCE.**

Recap on ways one can accrue an offense

- If you do not have the exhibition ready by 12:30pm on that Monday.
- Failure to properly post signage outside the MEDICI Gallery 12:30pm on that Monday.
- Failure to indicate the use any of the prohibited, generally prohibited, or potentially problematic items on the online reservation request form - notes section.
 - ***In the event that we do approve something prohibited, generally prohibited, or potentially problematic, and you don't heed the documented advice given by the MGSM, School of Art, Art History & Design faculty, staff or other qualified professionals regarding the approved procedures for installing or de-installing.***
- Failure to be on-time for the checkout process on Saturday, with all de-install repairs completed properly and to the satisfaction of the MEDICI Gallery's standards, as reinforced by the MGSM.
 - And every time after this that the MGSM has to come back to check your repairs and your work is not satisfactory.
- Failure to have all supplies clean and accounted for (even if you think they are broken) in the MEDICI Gallery Supply Cart at the check-out process. All supplies belonging to other sources must be returned and nothing extra in the cart.
- Failure to turn in the keys to the MEDICI Gallery or MEDICI Supply Cart.
- Failure to communicate cancelation of usage via email with MGSM at least 2 weeks in advance from check-in date.

The Student Manager will note that these circumstances have occurred on your check-out sheet. These are kept on-file for future reference.

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SIGNATURE PAGE

FIRST AND LAST NAME: _____

SIGNATURE: _____

DATE: _____