

University of California Riverside, Art Department
Phyllis Gill Gallery Exhibition Guidelines

General Guidelines

Installation guidelines are provided to assist with safety and security. While the rules exist, consideration is given to promote creativity with your projects.

Open Hours

Phyllis Gill Gallery is open during regular office hours, 9am-5pm, Monday-Thursday. The Gallery is un-staffed, and students agree to show their artwork at their own risk.

If students need to use loaned Art Department equipment for their exhibition (example: video projector, dvd player, etc.), they must act as their own sitter for the show, during open hours. In this case, the student will work with their faculty sponsor and Arts and Art History Staff to determine the open hours of the Gallery during their exhibition.

Length of Exhibition

Exhibitions are generally scheduled for one week. Students receive key access to the gallery on Friday between 2-4pm, complete their installation by Monday, and close their show at the end of the day on Thursday.

Housekeeping

As stated above, students receive key access to the gallery on Friday between 1-4pm, and are expected to complete installation by Monday morning. After the close of the exhibition on Thursday, students are expected to de-install their show and make any necessary repairs to the gallery, including patching/painting, and cleaning. They must pass a full inspection of gallery condition at 12noon on Friday. The gallery must be returned to original condition upon completion of the exhibition, with no exceptions. Students who fail to do so will jeopardize the success of subsequent exhibitions, and may be subject to fines.

The Art Department provides a fully equipped supply cart, containing painting/patching materials, tools, and installation hardware. This will be available for check-out from the Sculpture Lab, at both the beginning and end of the exhibition process.

Process for Exhibition

Proposed exhibitions must be presented in writing via the Phyllis Gill Gallery Proposal Sheet, available on the website. Students must have the approval of a faculty sponsor to proceed.

1. If the proposal is accepted, students must review and confirm all logistical details of their show with the Gallery Advisor (Melissa Thorne: melissa.thorne@ucr.edu), including plans for events or opening receptions. Final proposals are forwarded to Art and Art History Administration for final review.
2. After all details have been confirmed, students will sign a waiver, prior to obtaining the key to the gallery. This is done through Art and Art History Administration. Student ID is required.
3. The UCR Art Department and UCR AFA has the right to remove or deny any

installation. Cause of refusal or removal would typically be a safety or security hazard.

Access

Only one key will be signed out at the Art Administrative Assistant reception desk per exhibition, to the student who will be responsible for maintaining security. The **Gallery Waiver form** must be signed in order to receive a key. As a UCR student working in the Phyllis Gill Gallery, you must comply with the departmental and campus rules. **Campus safety recommendations can be found at this website:** **HYPERLINK "http://www.escortservice.ucr.edu/safety.html"**
<http://www.escortservice.ucr.edu/safety.html>

Openings/Receptions/Events

Openings generally start between 4-5pm, during office hours, and may be up to 3 hours in length. The student who is responsible for key access will also be responsible for maintaining safety and security, and locking the Gallery after office hours. Students should also maintain awareness of their personal safety after dark, and avoid working alone, or walking alone on campus. Any music or noise as part of the exhibit requires additional campus approvals.

Publicity

All flyers or campus announcements for exhibitions should be pre-approved by the Gallery Advisor (Melissa Thorne: melissa.thorne@ucr.edu).

Food

If food is desired, a permit must be requested through the campus food approval process at this website: **HYPERLINK**
"http://www.ehs.ucr.edu/services/foodpermit.php"
<http://www.ehs.ucr.edu/services/foodpermit.php>

Alcohol cannot be served in the Phyllis Gill Gallery