

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## Guidelines for Temporary Art Exhibition within Common Spaces

### **University Policy #4070**

#### **Section 1. Policy**

This policy provides guidelines and procedures for the display of art within the university's common spaces.

#### **Section 2. Authority**

This policy is issued pursuant to the operating authority granted to the president by Minnesota State Colleges and University Board of Trustees, policy 4.4.

#### **Section 3. Effective Date**

This policy shall become effective upon signature by the president and remain in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

Responsibility for implementation of this policy is assigned to the vice president for academic affairs.

#### **Section 5. Objective**

As a forum of information and ideas, the university is committed to exhibiting artwork of all subjects, media, forms and content. Every effort will be made to facilitate the visual expression of individuals and groups, especially students.

#### **Section 6. Implementation**

At the beginning of the academic year, the following groups will recommend individuals to comprise the Art Exhibition Committee. Faculty, staff and student membership will occur on an annual basis.

<u>Groups</u>	<u>Number</u>	<u>Recommended by</u>
Students	2	SEC
Faculty	4	IFO
Staff (academic and admin.)	3	President's Council

A. Art Exhibition Committee

The Art Exhibition Committee will meet, as needed, to review applications for exhibition. This advisory group will make recommendations to the Vice President for Academic Affairs, who will make the final decision.

B. Application for Exhibition

Interested parties should apply for exhibition by submitting one of two forms:

1. Exhibition Application - University Community
2. Exhibition Application - Non-University Community

The applications will be reviewed for approval or denial. In reviewing applications Metro State is committed to upholding first amendment rights. Acceptance or denial of an exhibition may be contingent on such criteria as scheduling of facilities, availability of resources (i.e. hanging hardware), safety issues, the compatibility of the proposed exhibition to the educational mission of the University, and artistic merit. Priority will be given to the exhibition of the University's community members (i.e. students, staff, faculty).

Upon approval of an exhibition, an 'Occupancy Agreement' will be sent to the exhibitor.

C. Loan Period

Artwork on exhibition is considered to be on loan to the University. Loans shall remain in the possession of the University for the established exhibition period.

D. Safety

The University will not exhibit work that, in the opinion of the University, may pose a danger to persons or a threat to University facilities.

For example: all sculptural work must be stable and securely held together, all electrical work must meet code requirements, all paintings must be dry, all kinetic work must be designed so that moveable parts do not pose danger to persons or property, all works including liquid must be contained.

If there is a question on the part of the exhibitor to whether his or her work poses a threat to safety or property, then he or she must contact the University in advance of the exhibition. The Director of Safety and Security may be able to make recommendations for achieving safety without compromising the aesthetic integrity of the artwork.

E. Insurance and Liability

The University will not insure the artwork exhibited within University common spaces. Upon signing an 'Occupancy Agreement' the exhibitor releases the University from liability in connection with theft or damage of loaned property. The exhibitor may elect to maintain his or her own art insurance at their own expense.

F. Spatial Allocations

The University is responsible for the assignment of space and facilities to contain the temporary exhibition of artwork. Pre-designated exhibition locations are indicated on the attached map. The University will also consider other locations, suggested by exhibitor.

G. Unclaimed Loans

The exhibitor is responsible for the transportation of the artwork to and from the University. If a loan is not claimed and removed from University premises within two months of the end of the exhibition, the unclaimed loan shall be disposed of as determined by the University.

**Section 7. Review**

This policy is subject to review every five years or as needed.

**Section 8. Approval**

Issued on this 18<sup>th</sup> day of February, 2005

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Wilson G. Bradshaw, Ph.D., President

**METROPOLITAN  
STATE UNIVERSITY**

**Request for Exhibition: University Community**

Person making request \_\_\_\_\_

Daytime Phone Numbers \_\_\_\_\_ Email Address \_\_\_\_\_

Individual Making the Submission \_\_\_\_\_

Student \_\_\_\_ Faculty \_\_\_\_ Staff \_\_\_\_

Requested Dates \_\_\_\_\_

Requested Location \_\_\_\_\_

Please describe the form and subject matter of the work. In other words, what are the items to be display (i.e. paintings, drawings, sculpture? What are the themes explores?)

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Please describe your spatial needs and hardware required to hand/mount this display.

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For office use only Request Accepted \_\_\_\_\_ Request Denied \_\_\_\_\_

Concerns, comments, questions \_\_\_\_\_

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Art Exhibition Committee Member \_\_\_\_\_

**METROPOLITAN  
STATE UNIVERSITY**

**Request for Exhibition: Non-University Community**

Person making request \_\_\_\_\_

Title \_\_\_\_\_ Institution \_\_\_\_\_

Daytime Phone Numbers \_\_\_\_\_ Email Address \_\_\_\_\_

Requested Dates \_\_\_\_\_

Requested Location \_\_\_\_\_

Please describe the form and subject matter of the work. In other words, what are the items to be display (i.e. paintings, drawings, sculpture? What are the themes explores?)

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Please describe your spatial needs and hardware required to hand/mount this display.

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Submit a visual sample (i.e. slides, photos, etc.) of the proposed work to be displayed.

For office use only \_\_\_\_\_ Request Accepted \_\_\_\_\_ Request Denied \_\_\_\_\_

Concerns, comments, questions \_\_\_\_\_

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Art Exhibition Committee Member \_\_\_\_\_