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.

<table>
<thead>
<tr>
<th>Groups</th>
<th>Number</th>
<th>Recommended by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>2</td>
<td>SEC</td>
</tr>
<tr>
<td>Faculty</td>
<td>4</td>
<td>IFO</td>
</tr>
<tr>
<td>Staff (academic and admin.)</td>
<td>3</td>
<td>President's Council</td>
</tr>
</tbody>
</table>
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 18th day of February, 2005

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Wilson G. Bradshaw, Ph.D., President
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?)

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

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

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

For office use only  Request Accepted_____ Request Denied_____  

Concerns, comments, questions ________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Art Exhibition Committee Member ____________________________________________
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?)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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 ________________________________

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Art Exhibition Committee Member ____________________________________________