

**Beasley Gallery
Northern Arizona University School of Art
Student Display Policy**

Listed below are the responsibilities of students installing their capstone BFA exhibit or any other exhibit of their work in the Beasley Gallery. Students are responsible for every aspect of the show, from publicity to receptions, installation to removal. The School of Art (SOA) provides space, basic lighting, advice, and a few materials and supplies.

The SOA allows students to exhibit in Beasley Gallery only on condition that they adhere to the terms of this document:

A. Installation: Students will install their work under the supervision and/or direction of a faculty member of the SOA and/or the Gallery Coordinator. In the case of capstone exhibits, the supervising faculty member is the person supervising each student's capstone credits. Otherwise, the supervising faculty member is the sponsor or supervisor of the project that results in an exhibition. Students will prepare and clean the gallery according to any and all verbal stipulations by faculty and/or the Gallery Coordinator. The space must be returned to its original condition when the artwork is removed. If there are to be rocks or dirt involved they must be completely removed and there must be a tarp or other cloth on the floor to keep any loose material from contaminating the carpet. Students will, upon the conclusion of the exhibition, repair all holes that may have been made in the walls of the gallery for hanging and repaint the walls and pedestals they have used using white paint that will be provided by the SOA. Students are not responsible for general maintenance of the gallery. Students will be required to reimburse the SOA for any expenses related to damages they cause and do not repair.

B. Paint/Tools: Students may paint the walls and pedestals any color they wish, but they should keep in mind that they need to supply any needed paint and equipment if they paint the walls or pedestals a color other than the original white. Likewise, students may need to provide their own tools if unusual tools are required. The SOA will provide paint to restore walls and pedestals to their original color. The SOA will also provide rollers and brushes needed, but students will be held responsible for replacing any painting supplies that are not cleaned properly.

C. Cleaning: Students will clean all floors and furnishings in both the gallery and the adjoining gallery office after any reception and after the end of exhibit. Students will clean all tools and return all tools to the gallery office. Tools will not be cleaned in the restrooms. Students will remove from the gallery any and all garbage of any kind, be it paper or remains of work done on walls and floors. No materials or property of any kind belonging to students may remain in the gallery after the exhibit. Any such materials will be discarded if left in the gallery after the end of the scheduled exhibition period.

D. Posters/Postcards/Images of Work: Students are responsible for the design, printing and distribution of any postcards or posters for their exhibits. The campus printing shop, as well as many online companies, offer printing services. The SOA will place student images on the Beasley website to help advertise exhibits if students get images to the SOA at least one month prior to the start of the exhibit (images received late cannot be guaranteed online display). Email the JPG-formatted image to the Gallery Coordinator or to Paula Yulish at paula.yulish@nau.edu or deliver images personally on disk or USB drive.

E. Sale: The SOA exhibits works for educational purposes only and does not facilitate sales during exhibitions. No prices will be posted with the works on exhibit or anywhere in Beasley. Students may, of course, post contact information and arrange for sales of work on their own.

F. Insurance: Student works on exhibit in Beasley are not insured.

G. Security: The SOA does not supply security and the presence of any persons in the gallery, whether or not employed by the SOA, does not imply security.

H. Receptions: Students are responsible for all aspects of receptions, including set up and clean up.

Failure to abide by the above policy may lower the student's grade for the course for which the work on display was completed. Other actions that may also be taken include, especially in the case of students exhibiting work not completed for credit, removal from SOA programs, suspension or dismissal from the university, and/or a requirement to reimburse the School of Art and the university for any expenses related to cleaning or repair.