

School of Art Galleries Guidelines for Special Events Gallery Rental

The School of Art galleries exhibit original works of art. Since all events take place directly in our galleries, special events/rentals pose concerns for the care and preservation of the art works. The School of Art reviews all programs and events to ensure that they conform with the mission of the School of Art galleries and meet applicable state, federal, and local requirements.

All special events/rental requests are reviewed on an individual basis. Approval is subject to space and staffing availability. Events must not interfere with the general public's ability to access the gallery exhibitions, which are open to the public Monday–Friday, 9am-5pm. For exclusive use of the facility, the gallery may be rented outside of the normal business hours.

Space Charges:

UA Event, daytime, no food or alcohol:	no charge, prior notice and approval required
UA Event, daytime, food only:	\$50
UA Event, night, food only:	\$100
UA Event, night, food and alcohol:	\$200

Guest Amenities:

The galleries are best suited for stand-up receptions-limit- 218 people (154 people in the Joseph Gross Gallery and 64 in the Lionel Rombach Gallery). Because of space restrictions and to protect the artwork, sit-down dinners are usually not workable.

Guest Photos:

Please discuss PR photos by professional photographers with the Gallery Curator.

Parking for Guests:

Parking for guests is located in the Park Avenue Garage on the northeast corner of Speedway and Park (entrance on Park) or on the city streets as posted. There is a charge for parking during the week; parking is free on weekends.

General Guidelines:

The galleries' first concern is the safeguarding of artwork. All equipment must be placed a minimum of 4 feet from walls and sculptures. No art works will be moved, covered, or altered in any way for an event. Gallery staff has final approval over the location of the set up. School of Art staff must attend all special functions. All staff requirements and requests must be precisely followed.

Caterers:

University rentals: Per University policy if the catering total is more than \$500, Redington Catering (UA Student Union) must be used. If the catering costs are less than \$500, the renter has a choice of Redington Catering or a caterer from the UA-approved Catering List. (pacs.arizona.edu/contact/Catering_List)

Non-UA rentals: All catering must be done by Redington Catering (UA Student Union). www.union.arizona.edu/dining

Caterer Parking:

Parking rules on the UA campus are strictly enforced. There is a loading dock for the School of Art, enter off Park Ave, just south of Speedway. Extended stays by delivery or catering vehicles is not permitted.

Preparation and Serving of Food:

All food must be prepared in advance and be ready to serve when delivered to the galleries. (There are no food preparation facilities in the galleries). The location of food and beverage serving areas are determined in advance by the galleries staff. Normal set up time is one hour before the special event. The set-up is designed to minimally disrupt the galleries visiting public.

Alcohol:

University rentals: A copy of the approved University alcohol permit must be sent to the Gallery Curator prior to event. University approval must be obtained 21 days before the event. A university-approved bartender must be used.

Non-UA rentals: Due to campus restrictions, alcohol will not be permitted for non-UA rentals.

Clean up:

The galleries must be cleared immediately after the event. During clean up, the above guidelines regarding the moving and placement of

equipment must be rigorously followed. The Galleries must be left clean with all food spills cleaned up by the renter. Renters must transport trash to the garbage containers on the loading dock.

Equipment:

The School of Art galleries do not provide equipment for use during special events:

Additional equipment:

The Gallery Curator must approve all additional equipment. The responsibility for arranging for any approved equipment rental and any associated expenses is the responsibility of the renter, not the School of Art galleries.

Estimate:

The galleries will provide an estimate of all charges to help you decide whether the galleries are the proper venue for your event.

Payment:

The galleries will invoice the renter prior to the event. All charges must be paid 7 days prior to the event date.