



Duncan Anderson Design Gallery Reservation Contract Guidelines

Booking the Gallery: Check the department calendar for availability at: [http:// www.csulb.edu/ depts/ design](http://www.csulb.edu/depts/design)

Contact Operations Coordinator with the following information for reservation:

- Event name and purpose of event
- Dates and times-(include set up and strike of event)
- Contact information of responsible party must sign contract

1. Gallery scheduling to be confirmed with Operations Coordinator - exhibition reservations are posted to the department calendar.
2. Faculty Coordinators are ultimately responsible for Class exhibitions.
3. Reservation Contract and event item request form must be signed prior to set up.
4. Gallery key must be checked out by person who signs contract and to be returned to Operations Coordinator by last day of exhibit clean up.
5. Operations Coordinator must have contacts for all student committee leaders prior to set up.
6. Gallery kitchen cannot be used for storing exhibit material including- paint, hardware, projects, trash, or personal items.
7. Operations Coordinator will be responsible for lighting. (track fixtures break easily)
8. Additional Walls or suspension hanging must be approved by Operations Coordinator prior to set up.
9. Student Committee leaders of set up and take down must do a Pre-show and post show with Operation Coordinator.
10. Absolutely no Painting of walls or Adhesives to be applied to Walls or Floors.
11. Never dump solid waste, chemicals, paint, etc. down drain in gallery kitchen sink.
12. Gallery must be open during the hours that have been posted to Campus web sites.
13. Music and noise must be lowered or turned off by 10pm.

14. Alcohol may only be served by approved bartenders and pre authorized by CSULB.
15. Hall ways are not part of exhibitions. Advertisements and easels posted outside of gallery must be approved by Department Office.
16. Report damages ASAP to Operations Coordinator.
17. Exhibitions open to the public must have a least one Faculty or Staff member present during the event at all times.
18. Shift schedule must be schedules must be communicated prior to the start of the event.
19. Operations Coordinator must speak to entire class that is preparing to exhibit so that the guidelines can be reviewed and obtain a list of team leader contact information.

Duncan Anderson Design Gallery

Reservation Contract

Exhibition Application;

To reserve Duncan Anderson Gallery for Student Exhibitions, Events, or to rent space you must read, fill out completely, and sign contract. Please submit completed and signed contract to Operations Coordinator, DESN117.

Priority is a first come first serve basis. If there is a conflict, graduating Seniors and scheduled courses will be given priority. Please check the Design Event Calendar on the CSULB website at: <http://www.csulb.edu/depts/design>

Student Level: Freshman Sophomore Junior Senior

Exhibition Dates (include set up/ take down): _____

Contact information:

- Name : _____
- Email: _____
- Phone: _____

Agreement: I received and have read the Reservation Contract and understand my responsibilities as outlined. Faculty Coordinators are ultimately responsible therefore failure to comply may adversely affect grading and or Student status. **Please provide contact information for all Exhibition Task Captains to Operations Coordinator prior to set up.**

Signature: _____ Date: _____

Faculty comments: _____

Approved: _____ Date: _____

Event Item Request Form

Available	Quantity	Item Description	Date recieved	Date returned
100		Chairs		
4		3' folding tables		
28		8' folding tables		
59 sets		Galvanized cable / hooks set of two		
60		Peg Board brackets		
28		Black table cloths		
20		Pedestals - sizes vary		
25		Steal display frames		
25		Wood benches		
2		Trash cans		
4		Extension cords		
4		Four wheel dollies		
1		Hand Truck		
20 sets		48" Poster rails		
20 sets		60" Poster rails		
1		100 cup coffee maker		
1		42 cup coffee maker		
1		2.2 liter pump thermos		
3		projectors		
1		camera		
1		Video camera- you must supply video card		
1		Chafer		
12		Chafer racks		
6		Orange drink buckets		
3		Clear drink buckets		
1		Gallery Key		

Signature : _____ Date: _____

