

**Schedule of Fees and General Operating Regulations
For The Ed and Gwen Cole Art Center and the Griffith Gallery**

Schedule of Fees

Usage Fees are used to offset real costs of operation of the facilities and may range from \$0 to \$400 depending on variables of Category, number of persons attending, and whether or not alcohol is served. If hosting an event requires an expenditure, the facility must be able to recover these costs. For example, if the facility must spend \$400 for wages to host an event—but the rental is only \$50—the facility cannot be left with a \$350 deficit.

Equipment/Personnel Fees are also used to offset real costs and may range in price from \$75 to \$110 depending on variables of whether or not alcohol is served, and need for security guards.

Cleaning Deposits are all returned to the renter within 30 days after the event provided that the facility was restored to the pre-event condition prior to the renter leaving the premises immediately after the event. Deposits range from \$50 to 200.

Fees described herein are subject to change. Interpretation of fees may be obtained from the Director of Galleries.

CATEGORY	USAGE FEE	EQUIPMENT AND PERSONNEL FEE	CLEANING DEPOSIT
I (regular hours)	\$0	\$100 if bartender used	\$50
I (after hours)	\$0	\$100 if bartender used, plus \$10 security guard	\$50
II (regular hours)	\$0	\$75 if bartender used	\$200
II (after hours)	\$0	\$75 if bartender used, plus, \$10 security guard	\$200
III or IV Without alcohol (regular hours)	Fewer than 35 persons = \$100 More than 35 persons = \$300		\$200
III or IV Without alcohol (after hours)	Fewer than 35 persons = \$100 More than 35 persons = \$300	\$10 security guard \$10 security guard	\$200
III or IV With alcohol (regular hours)	Fewer than 35 persons = \$200* More than 35 persons = \$400*	\$100 bartender fee \$100 bartender fee	\$200
III or IV With alcohol (after hours)	Fewer than 35 persons = \$200* More than 35 persons = \$400*	\$100 bartender, plus \$10 security guard \$100 bartender, plus \$10 security guard	\$200
	*5% discount for donors of \$500 to \$999		
	*10% discount for donors of \$1,000-\$4,999		
	*15% discount for donors of \$5,000-\$9,999		
	*Complimentary for donors of \$10,000 or more		

General Operating Regulations

1. *Signs and displays*: No signs, messages or other materials may be posted, displayed, distributed or announced in, on, or adjacent to The Cole Art Center or Griffith Gallery by the user or sponsor without prior written approval by the Gallery Director and the Dean of Fine Arts. Such materials may not be fastened to any part of the facility except in spaces provided for the purpose and may not be permitted to interfere with crowd movement and safety.
2. *Advertising*: All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non-University event to be held in The Cole Art Center or Griffith Gallery must be approved by the Arts Information Office in the College of Fine Arts, and also must carry a disclaimer, approved by the University General Counsel, to the effect that the use of The Cole Art Center or Griffith Gallery does not imply endorsement of the event by the sponsoring organization of the University.
3. *Safety*: Safety regulations, as determined by The Cole Art Center and Griffith Gallery Staff and the University Safety Officer, will govern all areas of The Cole Art Center and Griffith Building.
4. *Conduct*: The user organization is responsible for the conduct of its representatives, members, and guests while in The Cole Art Center and Griffith Fine Arts Building. Organizations with a history of conduct violations during previous use of The Cole Art Center and Griffith Gallery may be denied subsequent use.
5. *Smoking*: The Cole Art Center and Griffith Fine Arts Building are designated as No Smoking facilities. That means there shall be no smoking in the building.
6. *Photographs and Recordings*: Due to copyright laws, all photography must be cleared with the Gallery Director. If the exhibiting artist does not grant permission for any photography of his/her/their artwork, no photography will be permitted on the premises.
7. *Hours*: The user must specify daily clock hours of occupancy and may not carry out activities in the facility other than at those times. A gallery guard must be in attendance and must be paid for by the user during all specified hours outside of regular gallery hours.
8. *Personnel*: The Cole Art Center and Griffith Gallery operating personnel needed shall be determined by the Gallery Director and Gallery Preparator. Any additional workers required as determined by the Gallery Director will be provided at the user's expense.
9. *User Staff*: Organizations may wish to use their own crews for set up. This arrangement must be cleared by the Gallery Director in advance. Such arrangement does not, however, release the user from the basic personnel charges identified in the other sections of this document.
10. *Payment for damages*: All users and sponsors shall be responsible for payment for damages to the facility, its fixtures and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.

11. *Concessions*: The user organization shall not allow tobacco products, beverages, food, gum, or refreshments of any kind to be sold on the premises. Food and non-alcoholic beverages may be brought in to serve in both galleries, however alcohol (beer and wine only) may only be served in The Cole Art Center.

12. *Prior Approval*: The user organization will acquire written approval from the Gallery Director before placing equipment anywhere in either gallery. All decorations shall be installed without defacing the building and shall be subject to supervision and approval of the Gallery Director. The use of tape, nails, adhesives, tacks, screws, or similar articles on walls, floors or plaster surfaces is not allowed.

13. *Cancellation*: In most cases, should an event be canceled more than two weeks before the scheduled event, no financial obligation will accrue to the user organization. Should an event be canceled within two weeks of the event, however, appropriate charges will be made.

14. *Usage Payments*: When applicable, payments for the use of The Cole Art Center or Griffith Gallery will be made 30 days prior to the event.

15. When a special event is held during regular gallery hours, the gallery will remain open to the General Public.