

THE GALLERY

Policy & Procedure

In keeping with its mission to be a hub for the community, along with services that strive to educate, enrich, inspire, and feed the body and soul, THE GALLERY plays an integral role in strengthening Brunswick United Methodist Church's position as a center of our community.

THE GALLERY strives to showcase local talent, while hosting art exhibits that include a variety of media, on diverse topics, which appeal to broad esthetic interests. THE GALLERY space allows Brunswick United Methodist Church to provide opportunities for artists and exhibitors to display their work to the community. THE GALLERY is located in the main hallway next to the main Lobby.

Application

- All artists/exhibitors interested in displaying artwork at THE GALLERY are invited to submit an exhibit application form, available upon request from the office at Brunswick United Methodist Church. The completed form must state the theme of the exhibit, its content and the design of the display, including physical dimensions for each individual work of art.
- Each exhibit application must also include samples, color copies, slides, digital prints or CDs representing all works to be exhibited.
- All applications and accompanying information should be delivered to: Brunswick United Methodist Church office at 6122 42nd Ave. N, Crystal, MN 55422 or office@brunswicklife.org
- Applications will be evaluated and approved based upon quality of work, timeliness/suitability of content and medium, and consideration of THE GALLERY's long term exhibit schedule.
- Artists/exhibitors are strongly encouraged to make a site visit prior to submitting an application.
- Applicants will be notified by email, in writing or by telephone as to the outcome of their application. Approved applicants must have a signed gallery agreement on file with the Brunswick United Methodist Church prior to finalizing terms for an exhibit.
- Artists/exhibitors who wish to exhibit works of art in THE GALLERY are governed by the rules and regulations of Brunswick United Methodist Church.

Selection Criteria

- Exhibit space should be made available "on an equitable basis regardless of the beliefs or affiliations of individuals or groups.

- All work shall be reviewed and approved by the Director of Operations.
- Potential applicants will be contacted upon approval of their exhibition by the Director of Operations either by telephone, email, or in writing, to confirm dates for the exhibit and to review other exhibit guidelines.
- THE GALLERY retains sole authority over evaluation, selection, manner of display and scheduling of all artist exhibitions. These decisions are final and not subject to review.
- Controversial works of art work will not be excluded because of subject matter; however, a community standard may be applied because of the diverse age range of the population served by Brunswick United Methodist Church.
- Granting permission to use THE GALLERY does not constitute endorsement by Brunswick United Methodist Church. (see **Endorsement**)

General Rules & Guidelines

- There is no cost to an individual artist or exhibitor to use THE GALLERY.
 - Transportation and delivery of artwork to and from THE GALLERY is the responsibility of the exhibitor. The exhibitor is responsible for the installation and dismantling of an exhibit, with the assistance of appropriate Brunswick staff.
 - THE GALLERY has an existing hanging system (Walker Art Display System) that shall be used for the display of all artwork. The Gallery's hanging system allows for some flexibility in height and location of paintings. No additional hooks, nails or other fasteners shall be attached to the walls unless provided by The Gallery.
- ³⁵₁₇ All artwork must be "ready to hang"; that is, all two-dimensional work must be properly matted/ framed and identified. Framed work must be professionally presented with hanging wire of adequate strength. Other hanging mechanisms must be approved by THE GALLERY. THE GALLERY reserves the right to reject any work not ready or safe for hanging. Artwork shall be hung with the appropriate components of the display system.
- Exhibit labels will be created by the exhibitor and displayed with appropriate components of the display system.
 - No prices are to be listed on exhibit labels; no sale of artwork may be made in THE GALLERY. However, the artist may display a contact name, telephone number and address or have business cards available for contact about individual pricing and/or purchase of art.

- The artist or exhibitor must submit to THE GALLERY a complete inventory of each item to be exhibited, including title, medium, dimensions, description and estimated cost.
- THE GALLERY, in cooperation with the artist or exhibitor, will make publicity announcements regarding the exhibit. To facilitate such publicity, an artist's statement and basic biographical/ professional information will be required from the artist prior to installation of the exhibit.

The artist or exhibitor must submit press release information to THE GALLERY for approval prior to distribution.

- Exhibit schedules vary. Display periods are dependent upon THE GALLERY's long term scheduling needs.
- THE GALLERY will provide no special security for art exhibits. Security arrangements for THE GALLERY are the same as for other areas of Brunswick United Methodist Church. The risk of loss, theft or vandalism will be held by the artist or exhibitor alone and are subject to the artist or exhibitors own insurance policy.
- THE GALLERY may choose to sponsor a Gallery Talk or Opening in conjunction with an exhibit. These events are based solely on The Gallery's programming schedule.
- Installation and removal of work is the responsibility of the exhibiting artist, group or organization, and must be done in coordination with appropriate Brunswick United Methodist Church personnel. The Gallery shall have final approval of any exhibition layout.
- THE GALLERY may remove any materials not taken down from its space by the agreed upon time. THE GALLERY shall not be held responsible for artwork not retrieved by the designated date.
- Brunswick United Methodist Church sponsored exhibits take precedence over other exhibits at all times. During the display period, THE GALLERY, at its discretion, may terminate the exhibit upon written notice to the artist, group or organization responsible for the exhibit, if it is determined that THE GALLERY space is needed for a specific Brunswick United Methodist Church purpose.

Damages & Liabilities

- Each group or organization using The Gallery's space must indemnify and hold harmless THE GALLERY (and Brunswick United Methodist Church) for any accidents which may be sustained on its premises.
- In addition, each artist or exhibitor using The Gallery's space shall be responsible for any damage to the room and/or Gallery space caused during installation or dismantling of their exhibit. A charge will be assessed for all special cleaning or repairs

made necessary. The cost of repairs, up to the full replacement costs of damaged materials and equipment, shall be assessed.

- THE GALLERY takes reasonable precautions to protect artwork and displays; however, THE GALLERY is not responsible for vandalism, damage or loss of any items displayed by an exhibitor. Exhibitors shall sign a form acknowledging their own responsibility for materials left on display at THE GALLERY.

Endorsement

THE GALLERY reserves the right to refuse the use of its space for any display deemed unsuitable for Brunswick United Methodist Church facilities or incompatible with its mission or purposes.

The use of THE GALLERY does not constitute endorsement of the philosophies, practices or viewpoints of the individual artist, exhibitor or group by Brunswick United Methodist Church.

Withdrawal Of Privileges

Brunswick United Methodist Church reserves the right to revoke permission to use THE GALLERY space to any artist or exhibitor who violates or refuses to comply with the policies, rules and regulations of Brunswick United Methodist Church in addition to those established for the use of The Gallery space.

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Brunswick United Methodist Church

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