

Rules & Information for Green Hall Gallery Spaces

November 2013

TO: All School of Art MFA and Undergraduate Students

FROM: Sam Messer/Stacey Gemmill

CC: All Directors and Staff, L. Kereszi,, J. Bittiner,
Anahita Vossoughi, Johannes DeYoung, Sandra Burns, Ben Donaldson,
Julian Gilbert-Davis, Brent Howard, Glen Cummings, Michael Queenland,
Michele Lopez, Munro Galloway

**Thanks for reading through
this. To the best of our
abilities, we will help shows
come to life in the manner in
which Yale artists envision
them. It is critical that you
heed the requirements and**

restrictions or your work could become costly and/or incomplete.

This is intended to help student-artists plan and carry out Green Hall work, - installation, reception, clean-up and removal.

The rules are set up to comply with code use of the building, to avoid destruction of the place, and to maintain the gallery schedule so that everyone who needs to use it has a smooth time.

Give any questions well in advance of show(s) so that faculty and staff can help execute work to be shown in a timely and safe manner. The two lead people on assisting students with their shows are : **Sam Messer 203 687 9351 and/or Sal Schaivone 203 996 3472** and both are in charge, specifically, of communicating with the Yale and New Haven Fire Marshall about any work in the gallery and in making sure the work is permitted structurally. Additionally, you can **Speak with Stacey Gemmill, 203 432 2607. We urge students to call BILL CROSS (Fire Marshall) directly about** unusual installations : 203 627 2349. Other help or people you should contact about particularly unusual aspects of your plans are : Michelle Lopez for Sculpture students, Munro Galloway for Painting Students, Julian Bittiner or Glen Cummings for Graphic Design students and Ben Donaldson for Photography students. Undergraduates in Spring 2013 will work with Lisa Kereszi 203 432 2600. Again : You are always welcome to call : **Stacey Gemmill** stacey.gemmill@yale.edu (203 432 2605 or cell 203 506 9553). The following information is an addendum to the *School of Art Handbook* and contains rules which must be followed by both MFA and undergraduate students using the gallery spaces. You must adhere to all deadlines for access and work removal for all shows.

Title Wall/Floor Hall Walls, Labels: All Signage

The Chapel St. title wall belongs to each show. Sam will need to know what is intended for it well ahead of installation because there are structural and electrical issues to consider and protect. The artists in each show it are

responsible for the title wall and the hallway box as well as any other publicity. The only exception is that the DUS Lisa Kereszi is responsible for the Title wall, hallway box and any other signage/posters for the Senior Projects show.

If walls adjacent to the first floor gallery doors, or any other walls in the hallways, are to be used in a show, please speak to Sam or Stacey first because there are limitations to what may be executed on/near them and some are scheduled for class use from time to time. The walls outside the first floor gallery are generally understood to be the province of the show in the current gallery exhibition.

For all thesis shows, the artists in them are responsible for labeling the work.

Openings/Reception

The School of Art Directors of Study for each department need to approve the **date of each opening**. The University requests at least ten days notice if news of a reception is to appear in the *Yale Weekly Calendar & Bulletin*. The students in each show are responsible for submitting exhibition notices to the Yale Arts and other Calendars and to uploading news of exhibitions onto the Yale School of Art website. As well as notifying the department directors, Sam and Patsy Mastrangelo (for Graphic Design and Photography) or Kris Mandelbaum (for Painting and Sculpture) must know when the receptions occur in order to provide after-hours access to visitors (ie. alert Security to open the doors). All receptions must end by 11pm. All visitors must be removed from all School of Art buildings at that time. Kris Mandelbaum and Patsy Mastrangelo are in charge of informing the AMB One-Source lead, John Carreiro, about an opening and the need for clean-up in the main hallway as well as informing the Drama School of the dates of any openings or events in the main hallway related to shows.

Thesis shows and their receptions (openings/closings) are the sole responsibility of MFA students in each group. Students provide all reception materials and clean-ups. The DUS is in charge of the Senior Projects exhibition and reception.

The **legal drinking age** in Connecticut is 21. If liquor is to be served, students holding the opening *must* assign an individual to serve and screen **Proof of Age identification throughout the opening**. There must be someone assigned to any liquor table to consistently –w ithout breaks - check such identification (aka I.D.'s) and this must be a bartender even if drinks are not formally 'served' but only 'available'. **NO**

UNDERAGED PERSON MAY HAVE LIQUOR. If there is a problem with an under-aged or unmanageable guest, artists in charge of the show must immediately inform the **Campus Police (432-4400)**. **Receptions (parties) after 11pm may not be moved/continued/held elsewhere on School premises.**

Doors/Building Entrance for Receptions

(see below for security issues)

Green Hall doors open at 8am and close at 6pm, Monday through Friday, - 10am – 6pm Saturday/Sunday with card access before and after those times. **Gallery hours are usually 10am – 6pm Daily** depending upon the condition of a show (installation, up/down/repair of gallery). If the front door is to be open after normal hours for a reception, please contact Kris Mandelbaum (Painting/Sculpture) or Patsy Mastrangelo (Graphic Design/Photography). This applies only on the front doors of the 1156 Chapel. Doors may not be propped open doors and the artists in the show are responsible for clearing the gallery of all guests.

Show Key and Security

Each thesis group receives one (1) key to the gallery for the duration of their exhibition. It is the group's responsibility for the security of the art work and any equipment during the set-up, throughout the show, and during the take-down period. It is a group's decision to keep the gallery locked or not. The key is not on the building master so if it is decided that there shall be limited hours to any exhibition, it is the participants' responsibility to both lock the gallery and unlock it each day.

Printed Matter

The correct information for any invitations, posters, etc. you make for your show in Green Hall is:

**Yale University School of Art, Green Hall
1156 Chapel St. New Haven CT 06511
Information 203 432 2605 Hours 10am – 6pm Monday
through Sunday**

Materials of any kind (on any topic) may not be affixed to the doors or glass in either 1156 Chapel, 353 Crown or the Edgewood Buildings of the School of Art at any time. Each MFA thesis student will be reimbursed up to \$ 50 (on a valid receipt) for any signage, poster, postage or other printed announcement for their show. Group shows can pool their reimbursements. This reimbursement is NOT transferable to any other expenses. See Brian Green Hall Rm 120 for this.

Gallery Rules, Condition and Support

Use of all Yale buildings is restricted by University, State and Federal codes with which all artists in the School must comply. The restrictions relate to the safety of the individuals viewing the work and those occupying the building. There can be no alterations of any kind to the physical space of either galleries, hallways, title walls, floors or doors, without the approval at least a week in advance of Sam and/or Stacey Gemmill.

The School has arranged to have the gallery rooms prepped, swept, patched, painted, and/or reasonably repaired before each group is to enter. Students are responsible for removing all work and any constructions or items secured to walls or floors from the building of the last day of a show (the so-called "out" date). Spaces are expected to be left "broom clean" by the departing group's show. If the clean-up from a show is particularly damaging (ie beyond light patching, touch-up painting, and floor washing/sweeping or minor removal of debris), **artists in that show will be charged directly** on their student account for such repair costs. **This is why each artist requires pre-approval for any major installations: to avoid a charge. This would include changing the paint color of a wall.**

Artists may *not* paint, adhere or drill into any of the floors in the gallery or hallways in a manner which would substantially require renovation; anything placed on the floors must be removed completely so that the original floor underneath is unscathed.

Chemical strippers or other toxic products, ie spray paint, resins, adhesives, fixatives etc. are prohibited and re-painting the floor under any circumstances may not occur. There will be recommendations if an artist wishes to have a coloured floor or wall.

If an artist intends to paint on the walls only the paint specified for these walls may be used and this will be charged directly to the artist. The application of color and repainting to white if substantial, will also be charged. If it is to be applied in any thickness and you do not remove it to reveal a smooth wall, there will be a repair charge. This applies for color as well, ie. if more than one coat of paint is required to return the wall to its original white.

Plan installations early. For any special issues, speak with Sam or Sal Schaivone. Use of ladders, lights, sound systems, assistance from the people who manage the building, constructions, special materials, deliveries, etc. must be scheduled way ahead of installation dates. Outside HVAC, plumbing, electrical or painting contractors **may not be brought into the School without permission of the University.**

Work may not be suspended from the electrical, plumbing or other permanent fixtures and drilling into the ceiling or floors of the galleries is prohibited unless approved by Sam or Sal. A bolt installed for hanging something, must be executed by Sal Schaivone or the gallery crew which Sam supervises (Mark Geist and Andy Clifford) but again, pre-planning is required.

Extension cords, wires, etc. will be removed by the Fire Marshall's office if they are considered a hazard in any way. Students may not carve into the walls or remove walls and if construction of a temporary wall is considered, this must be approved by the **Yale Fire Marshall** well in advance of installation. In many cases, the University, for safety reasons, requires professionals to construct walls and this can be expensive for the artist. Toxic or easily flammable materials may not be used nor is use of any animal or insect permitted.

There is a lift which will be operated for installations only by Sal Schaivone or the gallery crew and only if scheduled well in advance (at least 24-48 hrs). This is part of planning what is requested for installation. Students or helpers of students **MAY NOT GO UP ON LADDERS HIGHER THAN 8'**

The light bar in the lower gallery can be manipulated by Sal or the gallery crew **ONLY**; not by students.

Students are responsible for activating any appliances in their exhibitions including computers, special lights, or sound. The Gallery is equipped with sufficient lights. Except in the middle gallery, lights may be moved along the track within each room but may not be removed from the gallery. The light fixtures may

not be removed from the tracks; they are extremely costly and time-consuming to manufacture and replace (\$ 280 each with a 6 wk delivery). Destruction or loss of them will seriously jeopardize the exhibitions. Missing or broken fixtures (including bulbs) must be replaced by the students in each show. To darken the middle gallery, there is now a convenient, electrical control of the shades.

Additional darkening of the middle gallery by climbing on the ledge is strictly forbidden. Individuals – whether staff, students, faculty or visitors – are **prohibited** from walking on the window ledge for any reason.

School **equipment** may not be used/borrowed etc. for use in an exhibition if it is needed for teaching purposes; please check with the Digital Lab Staff (432-9120 or Sandra.Burns@yale.edu 432- 5286 or Art.help@yale.edu to determine what might be available. This includes VCRs, monitors, computers, projectors, etc. The School's tables, chairs, easels etc. may not be used in an exhibition. Plan ahead to obtain or rent equipment required.

When equipment is borrowed for an exhibition, it must be returned on time in working condition or charges will occur. Theft, accidents, etc. will not eliminate a student's responsibility for this equipment. Read the sign-out forms carefully. There is an option for artists to obtain short and long-term inexpensive insurance.

If you foresee a problem, let Sam or Sal know. **Plan* well ahead of time to remove any cumbersome or unusual work in consideration of both the expense and of the inconvenience to the show following yours.** Time cannot be made up by changing the gallery schedule.

Security

Neither the School nor the University is responsible for personal property. All students have been urged since the beginning of enrollment at Yale to obtain personal **Property and/or Renter's insurance for belongings and work.** This kind of insurance is not expensive. The School is not responsible for damage to art work, theft etc. Securing valuable equipment in the gallery is the student's responsibility.

There are no guards for Green Gallery; it's an essentially open space for transit and viewing most of the time. We recommend each group take the initiative to lock the gallery. If a particular exhibition group wishes to **lock the exterior**

doors (on each floor), of the Gallery, again, one (1) key will be made available to each group so that they can lock and unlock the gallery during time in it.
