



58 NORTH MAIN STREET • NEWPORT, NH 03773 • 863-3040

GALLERY USE BY OUTSIDE PARTY POLICY

(Many details are covered in Policies of Government document and may or may not be addressed here.)

What is available for use by an outside party?

- The Library Arts Center, including
- Main Gallery
- stage
- West Gallery
- Bathroom
- Kitchen
- Tables & Chairs
- NOTE: Office and phone use are **not** included in the rental. No access will be granted for use of the library, lawns, studio, stairs, gallery linens, or attic spaces. Rental of studio space is covered in another document

Additional information about gallery rental:

- The piano may not be moved from its set location, under *any* circumstances
- Exhibit artwork must remain in place, unless direct permission is received from the executive director prior to the event. Artwork may *not* be touched or moved by persons renting gallery.
- **Gallery walls may only be used if direct permission is received from the executive director prior to the event. Items may only be hung on walls (including decorations) if hanging is overseen by the executive director or appointed gallery liaison**
- Library Arts Center pedestals and display pieces may only be used with direct permission from the executive director prior to the event.
- ***The Library Arts Center does not permit the serving of red wine or chocolate, as it is a hazard to the gallery's carpeting.***
- **Persons using the space are responsible for providing: trash removal, consumable supplies used for the event (including trash bags, napkins, plates, cups, etc.) and for leaving the space in the same condition it was found in.**
- **A Library Arts Center representative must be present during the event, as well as during set-up and clean-up times**

When is the space available for public or private use?

The space as described is available for rent when deemed appropriate by the Director with input from the Board of Trustees, as necessary. Some situations that might make the space **unavailable** are:

- Hours when the gallery is open to the public
- When another event is already scheduled
- When exhibits in place have a significant amount of floor display such as sculpture or furniture;
- During exhibit set-up periods when artwork is randomly stored and workers might be coming and going.
- Or other situations that would prevent safe and convenient use of the space. or might put the artwork at risk.

How much is the fee for use?

Fee for use of the gallery space is **\$75.00 + \$10.00 for each hour of use** (including set-up and clean up). There is also a *refundable* damage/cleaning deposit of \$100.00. It is required that the user sign an agreement prior to use. ***FEE is due PRIOR to the event. Use of the space is not permitted without prior receipt of fee & damage/cleaning deposit.***

Who may rent the space and for what type of events?

- ***Private parties*** at the discretion of the Director and/or Board
- Other events / organizations as covered in the Policies of Government

Other information:

- Set-up should be arranged prior to the event with the Director. Set up and clean up time should be added to your estimated event time when booking the gallery.
- **Gallery attendant is present to represent the gallery and its safety, the attendant is NOT available for event setup or clean up-these are the responsibility of the outside party**
- If request for use includes more than one day (including set up), each day is to be handled as a separate event (with the exception of the \$100 deposit, which will be suitable for entire rental periods)