SUPPLEMENTARY APPLICATION TO ALTER GALLERY SPACE

If you answer YES to any of the following questions, you will need to fill out this form.

--- Do you plan to hang anything from the ceiling?
--- Do you plan to do any painting on the walls, ceilings, floors, etc?
--- Do you plan to do any mark-making on the walls of any kind? (including words)
--- Are you doing any installation type work in which you would alter the gallery space? Are you placing any large structures in the space, which might block doors or access to a hallway?
--- Do you plan to affect the walls in any way besides using nails, screws, or push pins?
--- Do you plan to hang heavy objects?
--- Do you plan to use any adhesives that are difficult to remove or could leave a mark after being removed?
--- Is there any part of your show that will be particularly difficult or time consuming to effectively clean up?
--- Is there any aspect of your show that might require you to fill out the supplementary form?
--- Will you be using any organic materials in your exhibition? (i.e. food, plant matter, etc.)

Exhibitors should note that each of the galleries has different structural and fire code limitations, which may result in your application being denied. Therefore you should begin the process of applying well in advance so you can alter your plans if necessary.

This form must be submitted no later than 2 weeks prior to exhibition date.

Name: ___________________________ Dates of exhibition ______________________

I recognize the following stipulations as the rules that I must follow to paint or otherwise alter the space of CCA student galleries.

Please initial each point:

___ Exhibitors should note that the Exhibitions Program reserves the right to charge your student account for damages or for staff time and cleaning materials used if you fail to restore the space in time for the next exhibitor.

___ I understand that the Exhibitions Program reserves the right to immediately remove any installation or space alteration which violates the fire code or is deemed to be a health/safety concern.

___ I understand that I will not be permitted to use the CCA dumpsters to dispose of construction material from building walls and structures.

Painting and drawing directly on the walls is prohibited in North South Gallery. Exhibitors must only use flat sheen latex interior paint on gallery walls. Walls must be restored to their original condition, patched, painted, and dry before the next exhibitor arrives for their scheduled install.

___ Do not use carpet tape or epoxy to adhere anything to the floors or walls; these strong adhesives have damaged the floors in the past. If you must fasten anything to the floors, ceilings, or walls, use the most easily removed adhesive possible.

___ No oil or solvent based media (paint, pastels, markers, crayons) will be used on gallery walls floors or pedestals. These materials will bleed through the supplied gallery wall paint and will prevent proper paint adhesion.

___ Every gallery has different limitations as to what can and cannot be installed. I understand that art and or installation materials cannot be hung from North South and IPW gallery ceilings. Exhibitions Program staff will provide technical support if time allows and as needed.
Wall texture is not to be added or altered in any way.

No animals are allowed in the galleries. More information regarding this CCA policy can be found on the following link: http://www.cca.edu/students/handbook/campusguidelines

Installation and de-installation times are as follows unless otherwise determined by staff:
Oakland De-install 11 a.m. - 3 p.m., Install 3 p.m. - 7 p.m.
San Francisco De-install 11 a.m. - 1 p.m., Install 1 p.m. - 3 p.m.
Installation takes place on Sunday and De-installation takes place the following Sunday.

**Based on the complexity of your exhibition, exhibition staff may decide to have your de-installation begin EARLY.** This means your de-install may begin Saturday or as early as Friday. This will be discussed prior to your installation. **Any changes to the deinstall time will be written and signed on this form on the following page.**

CCA will provide drop-cloths, gallery wall paint, spackle, and rollers.

I will provide sealant, tape, and other necessary supplies.

I have provided a detailed description of my installation in the space provided.

I understand that painting gallery walls and bringing them back to their original state looks deceptively simple and will take twice as long as expected.

I understand that No open flame, candles, or heating elements are allowed in the galleries at anytime.

I understand that if I plan to darken the gallery by hanging fabric, I must use a fire retardent fabric such as duvetyne.

Please give a detailed description of the show you are planning to install in one of the CCA student galleries. Include the size and nature of the piece/s, how the work will be mounted or displayed, and how it will alter (in any way) the galleries from their present state.

Signature ___________________________________ Date __________________

You must obtain the signatures below and then submit this completed form to the Student Affairs Office no less than two weeks prior to your exhibition date.

Approved by:
1. Facilities: ___________________________________ Date: __________________

2. Director of Undergraduate Exhibitions or Exhibitions Program Coordinator: ___________________________________ Date: __________________
I agree to begin my de-install EARLY on __________________________ at ___________. I understand the complexity of my exhibit requires this additional time and have discussed this clearly with exhibition staff.

3. Exhibitor’s Initials          Staff Initials