

# Spring 2020 Gallery E Contract

Eligibility and Guidelines:

In order to check out Gallery E, you must currently be enrolled in an Undergraduate or Graduate Studio Art course at UTSA.

Undergraduates must have their instructor sign out Gallery E for them. The instructor and the student both take responsibility for the proper use and cleaning of the gallery space. \*

Graduate students may sign out Gallery E in their name only. The graduate student will be fully responsible for the proper use and cleaning of the gallery space. \*

Please note that Gallery E **MUST** be left in the same condition as it was given, otherwise charges will apply. All walls must be patched and painted, and floors cleaned. You must take clean up time into consideration when booking the space.

\*The Art Department will provide the materials needed to patch, paint and clean the space. Students must contact the Art and Art History Department prior to the end of their check out time in order to obtain supplies.

\$75 Fee and Registration HOLD on account applies if:

- The gallery key is turned in after the check out time agreed upon
- The gallery is not left in the same condition as it was lent out. Walls patched and painted; floors cleaned.

For further details on the use of Gallery E, contact the Art and Art History Department at (210) 458-4352

***I have read the guidelines and have received a copy for my records.***

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
BANNER ID

\_\_\_\_\_  
Check Out Dates

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email (most active)

\_\_\_\_\_  
Signature

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Assigned by: \_\_\_\_\_

Date: \_\_\_\_\_

**GALLERY E: Post-Use Inspection**

Name \_\_\_\_\_ Banner I.D. # \_\_\_\_\_

Walk through completed by: \_\_\_\_\_ Date: \_\_\_\_\_