

Fall 2025

START DATE _____

Gallery E

RETURN DATE _____

Eligibility and Guidelines

To reserve **Gallery E**, you must be currently enrolled in an upper-level Studio Art course at UTSA. All undergraduate students must have a Faculty/Instructor Sponsor.

Students may only reserve **Gallery E** for themselves. Students are fully responsible for the proper use and cleaning of the gallery space, as well as the safety of the key. The School of Art will provide the basic materials needed to patch, paint, and clean the space.

Students must contact the School of Art before the end of their check-out time to obtain supplies. **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 the floors must be clean (swept, free of paint splatters). You must budget the amount of time to clean up when reserving.

There will be a \$75 Fee and a Registration HOLD on any account if:

- The gallery key is lost or turned in after the checkout time agreed upon.
- The gallery is not left in the same condition as it was lent out.

For further details on the use of **Gallery E**, contact the School of Art at 210-458-4352.

I have read the guidelines and agree to the terms and conditions.

Faculty/Instructor Name

Faculty/Instructor Signature

Student Name

@Banner ID/abc123

Phone Number

@my.utsa.edu email address

Signature and Date

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

ASSIGNED BY: _____

DATE: _____

POST-USE INSPECTION:

WALKTHROUGH COMPLETED BY: _____

DATE: _____