

## **GALLERY MAIN STREET**

### **PURPOSE:**

Usage Policy and Guidelines for Special Events.

### **POLICY:**

Use of Gallery Main Street is primarily for Gallery-related exhibitions, Gallery Main Street programming and gallery/arts special events. Gallery Main Street and/or the Mabry Conference Room may also be used on a limited basis for other functions, as approved according to the following criteria. Requests for usage will be considered on a case-by-case basis.

### **PROCEDURE:**

- a.
  1. A member of Gallery Main Street staff must be present during all functions. The director of Gallery Main Street reserves the right to refuse any usage of the Gallery if a member of the staff is not available to be present at the function.
  2. Gallery Main Street reserves the right to refuse any usage.
  3. A \$50 per hour surcharge for service and staffing will apply for any event requiring the presence of Gallery Main Street staff before 9 a.m. or after 4 p.m. Gallery funding for staff hours will not be approved for any purposes other than Gallery- and DTAC-related functions.
  4. It is recommended that requests for use of Gallery Main Street should be made a minimum of two months in advance of the function.
  5. Requests for use of Gallery Main Street or the Mabry Conference Room must be approved by the director of the City of Tyler Main Street Department prior to making reservations with the Gallery Curator.
  6. Gallery Main Street is not available for any art-related functions other than its own, or those under the auspices of Tyler Main Street, Heart of Tyler, Inc., and the Downtown Tyler Arts Coalition (DTAC).
  7. The director of Gallery Main Street may refuse and/or restrict any usage of the Gallery, based on current exhibitions and installations in progress.

8. Gallery Main Street, City of Tyler Main Street Department, DTAC and City of Tyler have first priority for use, and in the case of multiple requests, Gallery Main Street will be given preference.

9. There is a limit of a maximum 49 people in the gallery space at any point during the event.

10. Gallery Main Street does not have equipment available for usage. This includes audio/visual equipment.

11. The user group is responsible for proper use of the building, its contents and for damage to the aforementioned.

12. User is responsible for leaving the gallery and/or conference room in as-found condition at the conclusion of the event. User's representative and Gallery representative will be required to sign an inventory of condition before user vacates the premises.

13. All users are required to submit a Certificate of Insurance prior to the scheduled event. The Certificate must be adequate to cover all works of art as well as office equipment. Organizer will list City of Tyler as additional insured for \$1 million.

14. The organizing/requesting official of the organization must be present throughout the entire event, and is responsible for adhering to all conditions of this policy, and for the condition of the gallery at the conclusion of the event. Under no circumstances will Gallery Main Street be left unattended.

15. User must provide a security officer (approved by Gallery staff) in each room used throughout the duration of any event where alcohol is served. Security staff must be approved by Gallery director.

**b. Restrictions:**

1. All events should conclude no later than 10 p.m., including time needed for clean-up, unless *prior arrangements* are made.

2. Works of art, display pedestals, or other exhibition materials will not be touched, moved, or otherwise handled. Furniture will not be moved without prior arrangements; if furniture is moved, it must be returned to its original position and in original condition.

3. Light levels are adjusted for the safety and security of works of art on exhibition. Higher light levels are not allowed.

4. Live floral arrangements must be contained in water-tight containers. Gallery Main Street reserves the right to at any time disallow floral arrangements or décor that could expose the gallery or gallery equipment to water damage.

5. Cooking is not allowed on the premises.
6. Location of food service tables must be approved by the director of the Gallery.
7. Steam-producing cooking vessels and open flames (i.e., candles) are not allowed, with the exception of chafing dishes to be used in the Ron Mabry Conference Room. Coffee is to be served in pump-pots.
8. Display pedestals or other exhibition materials may not be used for food service or for the display of floral arrangements.

**c. Responsibilities:**

*Any user group that does not fulfill these responsibilities will not be approved for future use of Gallery Main Street.*

1. It is the responsibility of the user group to maintain appropriate behavior and assume control of their participants.
2. If food is to be served, caterer must be pre-approved by Gallery Main Street. The user group is responsible for all arrangements and costs associated with food service, including costs of additional security staff for events serving alcohol and/or open to the public. Event organizer is responsible for any and all permits required from the health department, etc.
3. All left-over food and trash must be removed from the premises immediately at the conclusion of the event, and any spilled or crushed food cleaned up. Under no circumstances should this be left for Gallery Main Street staff.
4. The Gallery's catering kitchen is available for very limited food service preparation. All food must be removed at the conclusion of the events, the counters cleaned, and any spills on the floor cleaned.
5. Should any damage occur to either works of art or Gallery Main Street or the Mabry Conference Room, the user group shall be responsible for costs associated with cleaning or repairs to the Gallery, or conservation treatment of the works of art.
6. Organizer must keep noise levels below level allowed by law.

**FORMS:**

**[Form 4-60](#) Application Checklist**