



APPLICATION FOR GALLERY

St. Helena Public Library Gallery Policies

PUBLIC USE OF GALLERY WALL

The Gallery Wall at the St. Helena Public Library is available for public use. It may be booked for a one-month exhibition no more than once a year by any amateur or professional artist.

All art displayed should be of acceptable viewing content for all ages. The Library retains the right to determine the suitability of any proposed exhibition.

The Gallery Wall is subject to availability, and a Library Gallery Use Permit is required for each exhibitor. The permit form must be completed and approved by the library director before a booking is finalized.

LIABILITY

All exhibitors must agree to hold the City and its Library and employees free and harmless from any loss, damage, liability, or expense that may arise during or be caused in any way by the proposed use of the requested facilities.

HANGING ARTWORK

Hanging and materials used to hang artwork are the responsibility of the artist(s). Display supplies are not provided by the Library and Library staff will not hang artwork. No nails, single-sided or double-sided tape, or fixatives or other adhesives may be used on the wall. Damage to the wall as a result of improper hanging is the responsibility of the exhibitor. Heavily framed art (i.e.. in glass) must be safely and appropriately hung. Unsafely hung artwork will be removed by Library staff.

All artwork must be put up on the first business day of the month and removed by the last business day of the month of the exhibit, unless otherwise arranged in writing with Library staff.

PROMOTION

Exhibitors must provide the Library with one or more jpg images and an artist's statement (100 words or less) to be used in Library publicity. These materials should be provided **no less than one month prior** to the exhibit being installed. The Library will provide the artist with an electronic flyer for posting, mailing, or sending by email if desired.

Artists may display a prepared statement (8.5" x 11" or less) about the artwork and/or cards with contact information on the wall or shelving contiguous to the display. Pricing information should be displayed discreetly, and sales should be handled off site. **Library staff cannot be involved in any sales activity.**



**St. Helena Public Library
GALLERY USE PERMIT**

Month/Year of Gallery Use: _____

Name of Artist: _____

Title of Show: _____

Date/Time of Artist Reception: _____

Comments/Notes: _____

Applicant hereby agrees to hold the City and its Library and employees free and harmless from any loss, damage, liability, or expense that may arise during or be caused in any way by the proposed use of the requested facilities.

I, *(print name)* _____, acknowledge my understanding that the Library Gallery Wall is in a public building that does not provide security. I agree to hold the City and its Library and employees free and harmless from any loss, damage, liability, or expense that may arise from stolen or missing works of art.

I have read the attached St. Helena Library Gallery Policies and agree to abide by them.

SIGNED: _____ DATE: _____