Section: Policy Statement – General and Administrative

Subject: Karshner Lounge Art Display Policy

Purpose: To establish Karshner Lounge art exhibit guidelines.

New/Revised: October 2, 2001

Board Adoption Date: November 6, 2001

The Karshner Lounge, located in the second level of the University Center, has space available
for art exhibits consisting of three carpeted areas along the East and West walls, and four
portable carpeted pylons. The Student Access Gallery (an Associated Students funded program)
is responsible for coordinating art displays during the academic year. The following are basic
guidelines that will help both the Student Access Gallery and the University Center ensure a
successful art presentation.

I. Use of the Karshner Lounge

A. Use of the Karshner Lounge is subject to the University Center Facility Use Policies.

B. The Karshner Lounge is used a great deal Monday – Friday 8:00 a.m. – 5:00 p.m. It is best to schedule art installation after these times.

C. There are circumstances when campus-wide events may necessitate restrictions on use of the portable art pylons (for example, events such as Homecoming or Humboldt Preview may require open floor space in the Karshner Lounge). These occurrences are usually scheduled well in advance of the event date. Hence, the University Center will alert the Student Access Gallery of any special circumstances at least seven days prior to such circumstances.

D. Art displays shall not block any doorways, traffic patterns through the Karshner Lounge, or exterior pathways. Appropriate safety measures shall be taken to ensure the safety of people using and traveling through the area.

E. Use of any electrical devices in the art exhibit shall be UL rated and not altered in any way.
F. Keep in mind that the Karshner Lounge is a public space, available to people of all ages. With an ever-increasing student population of parents with children, it is quite common to see young children in the University Center, especially during local school in-house days and vacations. It is recommended to check with local school schedules when developing exhibit calendars.

G. The University Center Executive Committee reserves the right to have any artwork removed from display in University Center facilities. Upon notification of the request for removal, the Student Access Gallery (SAG) will have an opportunity to discuss the matter with the Executive Committee prior to removal. Any moving of art will be done solely by SAG. Appeals may be made to the University Center Board of Directors.

H. The University Center is not responsible for lost, stolen, or damaged artwork. Student Access Gallery is responsible for any insurance issues regarding the artwork.

II. Art Installation/Removal

A. A Student Access Gallery member may make reservations for the Karshner Lounge at the UC Information Counter. Time may be reserved for the entire semester.

B. All art installation and removal shall be done under direct supervision of the Student Access Gallery.

C. Art installation and removal shall be done in a manner that does not block any doorways, traffic patterns through the Karshner Lounge, or exterior pathways.

D. Any prep work (painting of display pedestals, etc.) shall be done in a manner that ensures protection of the surface that the prep work is done on.

E. Substantial movement of furniture or plants in the Karshner Lounge requires approval from the University Center Operations Manager.

III. Receptions

A. Receptions for artwork in the University Center are to be scheduled at the UC Information Counter by a Student Access Gallery member.
B. Art receptions shall not interfere with events that may be scheduled in the Kate Buchanan Room.

C. Alcoholic beverages are prohibited at art receptions.

D. Special requests for art receptions (musical entertainment, etc.) require approval from the University Center Operations Manager.

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