



Art and Culture Center/Hollywood

Student Gallery Application

Please complete and return to the Art and Culture Center/Hollywood (ACCH) for consideration. Exhibitions for K-12 public and private schools are scheduled in increments of two to four weeks beginning at the first or middle of each month. Exhibitions for universities, educational organizations, and non-profits are scheduled in increments of four weeks. Please submit two/three exhibition options in case your first choice is not available.

Primary Contact	
School/Organization Info	
Phone	
Email	
Title of Exhibition	
Requested Month <i>1st 2nd & 3rd Choice</i>	
Date/Hours of Reception	
Grades/Ages Exhibited	
Description of Exhibition	
Number of pieces being displayed	

Additional Services/Fees

Rental of Space (universities, educational organizations and non-profits) \$ _____

Rental of (#) _____ frames @ \$1 each

Front Desk Staff for _____ hours @ \$25/hr

Library Rental for _____ hours (2 hr min) @ \$25/hr

Rental of _____ 6' tables @ \$5 each (please provide own table cloths)

*Other _____

Total for all Fees/Services \$ _____

Please make check payable to Art and Culture Center

*Additional spaces and services are available for a fee to customize your opening. Please inquire if interested:

Student Artwork for Sale:

Would any students consider selling their work?

YES

NO

If you checked "Yes" you must complete the price list sheet attached and return it to education staff no later than the date of your installation.

Student Gallery Guidelines:

- Free for K-12 public and private schools on a first come, first served basis. \$500 rental/usage fee for universities or educational institutions, and \$500 for non-profit organizations. **All artwork must be done by students.** The rental fee includes:
 - Upstairs student gallery
 - Use of walker display system
 - Staffing during business hours (weekdays 10 am – 5 pm, weekends 12pm – 4pm)
 - Utilities and lighting
 - A small amount of storage, if needed
 - A press release written by ACCH staff and sent to media
 - Exhibition information posting on our website under student gallery
 - Curatorial display advice from education staff, if requested
 - Rental of the library includes library and downstairs lobby only. Alternative spaces may also be available.
- **All PR and notices created by the school/organization must include the following credit: “Hosted at the Student Gallery of the Art and Culture Center/Hollywood”, and be approved by ACCH prior to release.**
- If any fundraising activities will occur, they **must be approved in advance**, and ACCH will receive 10% of the donations.
- Art and Culture Center **must be notified in advance if...**
 - ...the exhibition and/or reception will be sponsored by any other organization.
 - ...city officials, county officials, press, etc. will be invited or expected at the reception.
- To avoid additional fees, any receptions should fall during normal gallery hours (10 am-5 pm, Tues-Fri and Sat. 12 – 4 pm). The time block **must be scheduled in advance, and include setup as well as breakdown.** After-hours receptions may be coordinated on an individual basis with ACCH, and will incur an additional staffing fee of \$25 per hour.
- Food and beverages are not allowed in the student gallery; however, the library is available for a rental rate of \$25 per hour (with a 2 hour minimum).
- Additional spaces and services are available for a fee. We can customize your reception to fit your needs. If interested, please send inquires to the education department.
- Payment for additional services must be remitted prior to the reception.
- After acceptance and exhibition date confirmation, please prepare the artwork in the following ways: 2-D artwork **must be finished with matting and/or frames without glass or with plexi-glass.** The number of works may be limited due to space restrictions. ACCH frames can be rented for \$1 per frame (based on availability). All 3-D artwork must be displayed in a professional way, which will not interfere with ACCH usage of the space. Two built-in columns are available to display work.
- Labels (no larger than 2.5”x 2.5”) must accompany each piece including the following information for each piece: artist’s name, title of piece, name of school, grade level, and media used. Labels should be uniform and professional in appearance. ACCH can provide samples, if needed.
- Depending on the style of exhibition, it is **required** that there is a single text-panel explanation or multiple text-panels describing a series of projects. Text is to be submitted to your designated ACCH liaison one week prior to exhibition setup. ACCH will furnish these panels at no additional cost. ACCH reserves the right to edit the content.
- **School or non-profit staff is responsible for the delivery, display, and removal of all artwork and labels.** This can occur during office hours (10 am-5 pm, Mon-Fri), but must be scheduled in advance with ACCH staff. The gallery must be restored to ready to hang condition after show.
- Schools or organizations are responsible for maintaining the condition of any ACCH property they may use, and financially responsible for damage that may occur during the exhibition dates. Artwork remaining beyond the end of exhibition month becomes property of ACCH.
- The Art and Culture Center/Hollywood reserves the right to reject any pieces it deems inappropriate. ACCH accepts no liability for damage to student artwork as a result of visitors, staff, vandalism, or natural disaster.

Additional questions: Please call 954. 921. 3274

I have read and agree to the above guidelines of the Art and Culture Center/Hollywood Student Gallery space.

Primary Contact (please print):

Signature:

Date:

Printed Name of School Principal/University Administrator/Non-Profit Administrator:

Signature:

Date:

