



Mullennix Bridge Gallery Contract

Devasthali Hall

University Art Museum/Department of Art, New Mexico State University

Students will be provided with exhibition/installation space appropriate to their needs based upon availability and proposals. In order to begin the scheduling process you must e-mail the following two documents to artmuseum@nmsu.edu for review:

- A written [Proposal/Prospectus](#)
- A completed contract (see below) with the signature of the sponsoring faculty member.

Once submitted, the front office will notify the UAM and the proposal will be reviewed by the Director of the UAM, Art Museum Coordinator and NMSU Department of Art Head. The review process may take several days, and may include requests for adjustments. Please allow for this time.

Sponsoring Faculty

All students who are requesting space in the Mullennix Bridge Gallery must have a sponsoring Department of Art Faculty member who they are currently or have been previously enrolled in coursework with who will be responsible for supervising the student.

Intake/Outtake

Once you have been approved you will schedule a time to meet with the sponsoring faculty member (if applicable) and UAM staff to review the space and complete the intake forms.

At the end of your contracted dates, you are required to return the space to its prior condition. Once de-installed and cleaned you must schedule a time with the sponsoring faculty member (if applicable) and UAM staff to complete a walkthrough and outtake form.

Safety Guidelines

Usage and storage of toxic chemicals and hazardous materials is not permitted. Violating these restrictions will result in fines, penalties and immediate revocation of access for the duration of your degree program.

Prohibited chemicals and hazardous materials including but not limited to: Aerosol spray paint, oil paint (painted directly on the wall), mineral spirits, flammable solvents, compressed gasses, acids, corrosives.

General Rules

The Mullennix Bridge Gallery is designated for specific exhibitions and/or installations. It is NOT for general storage, recreation, or for additional studio space during windows of installation.

- Reservations for space will be approved on a case-by-case basis.
- All spaces used for candidacies and reviews must be cleared out and cleaned before the open of business on the Monday following candidacy/reviews(unless otherwise agreed upon).

- Any materials left behind after the contracted time to vacate will be forfeited and disposed of at your expense.
- No permanent damage should be done to the space and it should be kept clean and orderly within reason of the work being done.
- Baseboards in this gallery are not permitted to be painted or altered under any circumstance.
- Smoking, drinking, and/or drug use is not permitted at any time. Violations will result in immediate revocation of access and possible criminal charges.
- Major modifications of the space must be included in your original approved proposal. This includes, but is not limited to, wall, ceiling, floor, or electrical modifications. The lack of previous consent will result in monetary consequences and immediate cancellation of installation/exhibition.

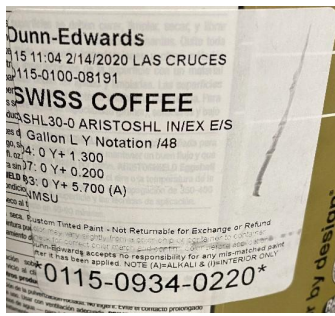
Misuse

Misuse of the Mullennix Bridge Gallery will be grounds for immediate loss of access privileges and when applicable, result in a one letter grade reduction. Regular inspections of all spaces by the supervising faculty member and/or the Safety Officer will take place at the start and end date of the contract. The Department Safety Officer will inspect the space prior to any opening to ensure that there are no code or safety violations.

Alteration of any built-in electrical equipment is prohibited. This includes lighting, wall outlets and wall switches. Alterations to the floor are also prohibited.

Materials & Minimum Costs for non-repaired damages:

- Refinish & repaint space by NMSU Facilities.....\$300-500
Dunn Edwards Swiss Coffee:



- Destruction of outlets.....\$200
- Permanent spills on floor.....\$500
- Holes in walls.....\$100
- Baseboard Damages.....\$100

Unpaid Fees and Penalties: Unpaid fees for damaged spaces will result in a hold being placed on your transcripts.

Please sign and date below: I have read and understand the information set forth in this document.

Applicant Name(s) (print): _____

Signature(s): _____ Date: _____

Sponsoring Faculty (print): _____

Signature: _____ Date: _____