

Everything you need to know about: Student Exhibition Space

Any installations within the school grounds may not endanger your fellow students, must be up to health, safety and fire codes, as well as OSHA standards. If you have any questions in regards to these requirements or your installation, please ask Academic Services staff or visit Intranet.mcad.edu > Occupational Health & Safety.

Checking Out Exhibition Space:

Exhibition space can be reserved through Academic Services, office 105, between the hours of 8:30am - 4pm. Maps of exhibition spaces are also available for reference in Academic Services, and on their Intranet webpage.

Spaces Available for Regular Check Out:

Hallway walls on 1st, 2nd, 3rd and 4th floors in the Main Building and Galleries 215, 235, 339A, B, C (the alcoves), Black Box gallery and the Morrison Foyer Gallery.

-Personal Proposals:

If you would like to install anything in a non-traditional space, an environmental installation, a performance piece, or have questions about installation of your work, please contact Academic Services ahead of time and fill out a Personal Proposal / Grounds Installation form. Proposal paper work must be completed and permission must be obtained no later than **one week before** installation. Installations may not include candles, open flame, smoke, or any other chemical or hazardous substance at any time. Consult the MCAD Student Safety Handbook for more information about hazardous substances in gallery exhibitions.

-Ceiling Installations

Academic Services must approve any work to be hung from the ceiling, as not all areas will accommodate the weight of a ceiling installation. Please consult with Academic Services to discuss the appropriate space for your piece ahead of time and **BEFORE** installing any work from the ceiling yourself.

-Moving Walls:

There are a limited number of rolling walls located throughout the college, and are available for check out just like any other space. Please consult with Academic Services on appropriate placement of these walls during the reservation process, and for help moving. They have installation and weight limitations (and do not fit under some doorways!)

-Grounds Installations:

You may install work on the MCAD grounds provided your work does not interfere with the safety of others or cause any short or long-term damage to any of MCAD's property. Digging or the use of stakes will not be allowed unless it is approved by the appropriate utility providers in advance. Please visit Academic Services to discuss installation plans. Proposal paper work must be completed and permission must be obtained no later than **one week before** installation. Please talk to the 3D Shop

about installing work in the Sculpture Garden area. **Any unauthorized installation will be immediately removed from MCAD grounds - no exceptions!**

-Extension Cords / Power Strips:

Extension cords may not cross hallways, be attached to exposed pipes, lights tracks or pose tripping hazards. Insulated, grounded extension cords for temporary use (not more than a day) may be used for classroom audiovisual and computer equipment. Power strips must be used for longer periods of time, and most gallery installations. MCAD must adhere to strict health and safety standards, and **will remove any dangerous or unauthorized extension cords / power strips immediately. If you have questions about any of this, including MCAD's extension cord policy, contact Academic Services, or view the full policy on the Intranet.**

Spaces generally NOT Available For Student Exhibitions:

Bathrooms, stairwells, floors, any exterior glass window, the skyway, the elevators, the Main and Concourse Galleries. You may propose to use these spaces with a Personal Proposal form, but are not guaranteed to be approved if they are not deemed safe ahead of time.

Preparation, Installation, and Clean up:

-Painting Walls:

With prior permission from Academic Services, walls may be painted any color of your choice for the duration of your exhibition. You must supply a high quality indoor latex flat paint. With this being said, **YOU** are responsible for priming the walls **within your reservation time**, to allow for them to be repainted to the regular gallery color. Plan your time wisely! Academic Services will gladly supply you with any priming materials, just come and get them during office hours. **YOU WILL BE CHARGED FOR LABOR IF ACADEMIC SERVICES HAS TO PRIME YOUR WALL after your exhibition period has passed! NO EXCEPTIONS!**

-Drawing or painting on walls:

DO NOT mark on walls with the following materials: Ink pens, sharpies, enamel paint, markers, oil or acrylic paint, tempera, grease pencils, pastels, wax or resin, oil sticks, food or beverage items or spray paint of ANY KIND. It is difficult or impossible to paint back over these materials and will damage the walls.

-Adhesives:

You **may** use the following adhesives on Exhibition walls (supplied by Academic Services and the Art Cellar): Scotch Brand™ Clear Mounting Tape, Scotch Brand™ Removable Poster Tape.

DO NOT use the following adhesives on exhibition walls: Scotch double-stick tape, masking tape or duct tape, any liquid glue, foam mounting tape, or poster tack ("sticky-tack"). **YOU WILL BE CHARGED FOR LABOR IF there is extensive cleaning or repair to damaged walls, floors or ceilings.**

GLASS:

Glass for exhibitions is located in the cutting area on the 4th floor. Glass use is free and available on a first come first served basis. We supply the following standard glass sizes: 8x10, 8.5x11, 11x14, 11x17, 16x20, 17x22, and 20x24, and will restock any of these sizes if they are running out. Just contact Academic Services. **Please return glass to the proper shelf when you are done with it!** We do not cut custom sizes of glass, except for the Senior Commencement and Graduate Thesis Exhibitions, as they do not get used again, and cost money. You can get glass cut at Ace Hardware on Nicollet inexpensively. **DO NOT ATTEMPT TO CUT GLASS YOURSELF!**

TOOLS:

Academic Services has a limited supply of installation tools to share. We have ladders, hammers, levels, screwdrivers, tape measures, nails, drywall screws, monofilament, t-pins, etc. Please return any tools and nails when you are done. We also have paintbrushes, rollers and dropcloths if you are painting your exhibition space. **Please thoroughly rinse out ALL foam brushes, roller covers, and paint trays when you are done with them! SAVE THE PLANET!**

PEDESTALS:

Pedestals are located on the 1st floor near the South entrance to the building. (Behind auditorium 140 near the painting studios.) There are also some larger pedestals in the hallway between 150 and the 3D shop. There are shelves available in the hallway near the Academic Services office, next to the 3D studios. They are available on a first come, first served basis, no need to check them out! Pedestals may be painted but must be primed and put back when you are done. Again, Academic Services will supply primer.

MEDIA EQUIPMENT:

Media Equipment such as projectors and monitors can be checked out at the Media Center. Make sure that you have reserved your Media Equipment for the same amount of time as you have reserved your exhibition space! You may make an appointment in advance with an Academic Services Install Technician to help you install your work, hang your monitors, or security cable your media equipment during regular office hours. Or you can ask us any questions you may have about your install in advance!

RECEPTIONS:

NO ALCOHOL is permitted in the MCAD buildings. Building hours are M-F, 7:45am-8:00pm. Saturday, 8:00am-5:00pm, Sunday, Noon-5:00pm. NON-MCAD students will not be allowed in the buildings after 8pm M-F or after 5pm on the weekends. Plan your reception during regular building hours. Academic Services can supply tables or folding chairs for your event, during business hours and on a first come first served basis. Just ask!