

## Installation Guidelines: MFA Building

### Checking Out Exhibition Space:

MFA Gallery critique space and Project Space can be reserved through Places & Spaces. If you have questions about reserving space or scheduling, contact the MFA Studios and Gallery Monitor.

### Moveable Walls:

There are a limited number of moveable walls for use in the MFA Gallery area only. You must indicate on the Gallery checkout map how many and what location you plan to use these walls.

### Installation Assistance:

If you reserve media equipment from the Media Center for exhibitions and need installation assistance, you MUST make an appointment with Academic Services and it is recommended that you contact Madeline Garcia: [madeline\\_garcia@mcad.edu](mailto:madeline_garcia@mcad.edu) for help with complicated installations. Let him know what you need, when you need it and what space you need it in. We are not always available to help at the last minute, even during office hours. If you have a site-specific installation planned, or need advice on how to install *anything*, please contact us or advice or studio visit ahead of time!

DO NOT INSTALL WORK FROM THE CEILINGS before contacting Academic Services staff regarding safe installation practices. There are spaces that you cannot hang from at all, and spaces that you may easily hang work from steel Uni-Strut track.

For any planned installation on the MFA Building grounds, exterior areas, or non-traditional spaces within the building, you MUST contact Academic Services to fill out a Personal Proposal MFA Grounds Request at least 2 weeks ahead of the planned installation date, as there are several MCAD departments, and the Mia Facilities department that must approve requests of this nature. Any unauthorized installations will be removed immediately, and you may be charged for labor. *No Exceptions!*

### Preparation / Installation / Clean up:

#### -Painting Walls:

With prior permission from Academic Services, walls may be painted a color of your choice. You must supply a high quality indoor latex flat paint ONLY. With this being said, YOU are responsible for priming the walls within your reservation time, to allow for them to be repainted during regular prep days. Plan your time wisely! Academic Services supplies you with priming materials, located at MFA Gallery. YOU WILL BE FINED IF ACADEMIC SERVICES HAS TO PRIME YOUR WALL FOR YOU! 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 over these materials and will damage the walls permanently.

### **-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 FINED if there is extensive cleaning or repair to damaged walls or floors!

PLEASE DO NOT LEAVE ANYTHING BEHIND IN THE GALLERY, including paint buckets, tools, pedestals, shelves or nails. Everything must be removed from your space to allow for extremely quick turnaround of the gallery. Leave the gallery in better condition than you found it, OR YOU MAY BE FINED FOR CLEANUP. \*\*

### **Pedestals / Shelves / Glass:**

A limited amount of these gallery furniture items is available for use at MFA Gallery in the storage room. Please PUT THEM BACK WHEN YOU ARE DONE. Recycle any plate glass that may be cracked or broken, in the designated glass recycling bin only. Glass is located in the MAIN BUILDING, on shelves in the first floor cutting studio (near the free shelf). Standard glass sizes are free for students to use: 8x10, 8.5x11, 11x14, 11x17, 17x22, 13x19, 16x20, 20x24. Please use the size glass closest to the size of your piece. We do not cut custom sizes of glass. Ace Hardware on Nicollet does stock plate glass and will cut any size for you.

### **Tools / Supplies:**

MFA Gallery has a limited supply of installation tools, materials and supplies for use in the gallery and installations. Please NOTIFY the MFA Studio and Gallery Monitor if/when these supplies begin to run out or go missing, so they can be restocked by Academic Services in a timely fashion. Please thoroughly rinse out paintbrushes and roller covers for reuse after you are done using them. Save the planet, reuse these things!

### **Extension Cords / Power Strips:**

Only power strips must be used for longer periods of time in the studios and gallery installations. Do not use extension cords in the studios. Insulated, grounded extension cords can be used in the gallery for temporary use (not more than a day). Power strips / extension cords are not to cross hallways, be attached to exposed pipes, light tracks or pose tripping hazards. MCAD must adhere to strict health and safety standards, and will remove any dangerous or unauthorized extension cords immediately. If you have questions about any of this, contact Academic Services, or view MCAD Extension Cord & Power Strip Usage Policy on the Occupational Health & Safety Intranet site, where all safety policies can be found.

### **Receptions:**

NO ALCOHOL is permitted throughout all MCAD campus buildings, including the MFA Studio and Gallery building. ALL GUESTS to the MFA building must be accompanied by an MFA student at all times, including friends, relatives, mentors, and outside guests. Do NOT let anyone into the building, unless they are specifically there to meet you or see your exhibition.

### **Studios:**

Contact Donna Meyer: [dmeyer235@mcad.edu](mailto:dmeyer235@mcad.edu) with any questions or concerns about your studio.