

# **Metro Centre Gallery Procedures**

## **1. Gallery and Exhibit Facilities**

### **Facilities**

The Metro Centre Art Gallery is located inside the Metro Centre at 1137 E. 5000 N. Road Bourbonnais IL.

### **Facility Capacity**

The Art Gallery's exhibit capacity is established by the Gallery Committee and Metro Centre Representative

## **2. Gallery Application**

Artist must submit a proposal for gallery exhibits to the Gallery Committee. All exhibiting artists must be a member in good standing of the Community Arts Council of Kankakee County, Inc.

Proposals will be reviewed as they are received and selected by the Gallery Committee.

### **Application Process:**

Send Application Packet to:

Community Arts Council of Kankakee County  
PO Box 562  
Kankakee IL 60901

A signed Application, the Policy/Procedure, List for Consideration, and 4 X 6 photo of the artwork from the artist submitted to the Gallery Committee.

The management reserves the right to deny access to the gallery if the work is not received within the guidelines given to the artist at the time of booking and the proposal is approved

### **Who approves the proposal?**

All exhibit proposals will be reviewed and approved by the Transit Gallery Art Committee

The Gallery Committee will be the judge of what work is acceptable, and the Metro Centre representative has the final say on all artwork displayed.

The decisions of the Gallery Committee and Metro Centre representative are final.

If the Committee approves the exhibit, the artist will be contacted to confirm dates for the exhibit as well as other specifics relating to the installation of the exhibit, including number of pieces and size of artwork.

The Gallery committee will serve as the curator for each exhibit

The artist may serve as co-curator

### **How far in advance are the exhibits scheduled?**

Gallery space can be booked up to one year in advance

Individuals, organizations or groups that wish to reserve exhibition space must complete an Application and include the date(s) they would request for the exhibit, dates will be assigned by the Gallery Committee. All efforts will be made to meet the artist's request.

When requesting gallery space, be sure to include sufficient time before and after the exhibit for set-up and take-down

### **Who can request gallery space?**

Requests/proposals can be from groups or individual artists who are members in good standing of the Community Arts Council of Kankakee County, Inc.

### **When can requests/proposals for exhibits be made?**

All requests for use of the gallery space must be received in writing from the artist via the application process. Any questions please contact the Community Arts Council during office hours at 815-933-ARTS (2787) from 8 a.m. – 5 p.m. Monday through Friday or in writing.

### **How long may an exhibit last?**

Exhibits will be changed approximately every 8 weeks, unless otherwise determined by the Gallery Committee.

Additional time may be granted by the Art Committee if they believe an exhibit warrants additional time

## **3. Eligibility For Use of Gallery Space**

### **Is there an age restriction for use of the gallery space?**

Groups or individuals under the age of 21 must have an adult or organizational sponsor for their exhibit who must be a member in good standing of the Community Arts Council of Kankakee

### **Who is eligible to use exhibit space?**

Any individual, organization or group, whether governmental, commercial or noncommercial, may use the gallery space, subject to this policy

The Gallery Committee reserves the right to refuse an exhibit to any group, organization or individual who has failed to comply with the rules and regulations for use of gallery space

## **4. Purposes For Which Transit Gallery May Be Used**

The Gallery may be used for the following purposes:

Commercial exhibitions

Noncommercial exhibitions.

An exhibit is considered to have a commercial purpose if:

Art work is sold or offered for sale

The exhibit promotes a commercial enterprise

An exhibit that neither promotes a commercial enterprise nor offers its art work for sale is a noncommercial exhibit

## **5. Fee Schedule**

All proceeds from the sale of artwork are paid directly to the artist. **The Community Arts Council will be notified by the gallery committee once a sale is made.** The Metro Centre will accept money for the sale of artwork, but is not responsible for any problems arising from such sale. Sales may be made in the form of check or cash, with checks made out directly to the artist. The Metro Centre is not responsible for the validity of checks and the status of payment.

## **SALE of ARTWORK:**

The Metro Centre will contact the Community Arts Council at 815-933-2787. The Arts Council is responsible for contacting the group or individual to notify them of the sale. Artwork replacement is required within 2 business days of notification. Artist is responsible for collect proceeds from the sale from the Metro Centre. Picture id required to collect the proceeds.

## **6. Cancellations**

The Gallery Committee should be notified immediately if an artist must cancel an exhibit.

Notice of cancellation must be provided to the committee personally, either in writing or by telephone

## **7. General Guidelines**

The Gallery will require a complete inventory of each item in an exhibit, including

- Artist's Name
- Title
- Medium
- Dimensions
- Description
- Price is item is for sale

Transportation and delivery of artwork to and from the gallery is the responsibility of the exhibitor

The Gallery Committee is responsible for the installation and dismantling of an exhibit, Installation and dismantling cannot interfere with the business conducted at the Metro Centre.

Unless special arrangements are made with the gallery, exhibits are set-up and dismantled during the scheduled times set by the Gallery Committee

All artwork must be hung using the nails/hooks at the Metro Centre. Changing the location of the nails/hooks is prohibited. All artwork should be properly framed and wired and ready for hanging. No adhesive can be used to hang artwork.

The Gallery Committee and Metro Centre representative reserves the right of final approval of the design and appearance of the exhibit

Hanging Labels, gallery list, postcards, signs, or posters will be provided by Gallery Committee.

The Gallery Committee and Metro Centre representative reserves the right of final approval of the appearance and design of all such materials

Wall labels must be applied with adhesive material supplied by the Gallery Committee and material must not damage the walls.

Prices of items for sale will be noted on the gallery list and on wall labels.

The Gallery Committee will facilitate and become involved in the sale of artwork from the exhibition.

The Metro Centre provides front door security during hours of operations. Building is locked during hours not in operation.

Opening receptions for exhibits are set at the discretion of the Gallery Committee.

The Gallery in cooperation with the exhibitor will distribute limited publicity announcements and articles regarding the

exhibit to local and regional media

Basic biographical and professional data will be required from the exhibitor in preparing any public relations information

The Metro Centre Gallery reserves the right to alter this policy without prior notice.

***Permission to photograph and reproduce any artwork accepted in exhibitions for publicity purposes is considered granted unless otherwise stated in writing by the artist***

Artist's Signature: \_\_\_\_\_

Artist's Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Gallery Committee Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_