

# The Ed and Gwen Cole Art Center and the Griffith Gallery

**Original Implementation:** April 21, 2009

Last Revision: January 27, 2015

## Overview

The Ed and Gwen Cole Art Center and the Griffith Gallery are exhibition spaces for artistic programs of the School of Art in the College of Fine Arts. These facilities are a major “window” through which the public creates its perception of Stephen F. Austin State University. As such, the facilities should in all ways project a progressive, high stature, professional and welcoming image and offer artistic experiences to the public.

The purpose of the Ed and Gwen Cole Art Center and the Griffith Gallery is to support the mission of the School of Art, the College of Fine Arts and the university. Because these entities have “community outreach” as an accreditation goal of the Southern Association of Colleges and Schools, any event or activity in these facilities is subject to being assessed and included as a demonstration of how this mission is being achieved.

Scheduling and use of these facilities and their equipment is pursuant to university policy on the Use of University Facilities (16.33). The dean of the College of Fine Arts is the administrator of these facilities and their operating policies. Nothing contained in this policy shall be construed to prohibit or hinder the operation of the Ed and Gwen Cole Art Center or the Griffith Gallery in pursuing the university's mission as a public institution of higher education. All activities associated with that mission shall have priority in the use of these facilities.

## Governance

The director of galleries is responsible for scheduling all events and activities for the Ed and Gwen Cole Art Center and the Griffith Gallery, subject to final approval by the director of the School of Art and the dean of the College of Fine Arts. Faculty and external organizations may offer input but have no authority for scheduling of these facilities.

## Priority of Use

Because the Ed and Gwen Cole Art Center and the Griffith Gallery are academic and art exhibition facilities, their use shall be prioritized for the following types of sponsored and co-sponsored categories of events:

- Category I – Events of, or sponsored by, the Schools of Art, Music, or Theatre, and other performance and exhibition activities that are a necessary adjunct to academic programs in the College of Fine Arts;

- Category II – Events for organizations such as the Friends of the Visual Arts, Nacogdoches Junior Forum, Watercolor East Texas, Nacogdoches Photographic Association, and the Nacogdoches Art League that are sponsored by the School of Art;
- Category III - Events co-sponsored by the College of Fine Arts such as university departments or registered student, faculty, and staff organizations of both an academic and non-academic nature; and
- Category IV - Events co-sponsored jointly between official university departments or agencies, and non-university groups.

### **Scheduling Requests**

Reservation requests shall be evaluated on a case-by-case basis for scheduling availability, the expected number of attendees, and relationship to the purpose of the facilities.

While the facilities are occasionally rented by external parties, they are not “for rent” facilities open to the public. The facilities shall not be used for:

- annual events in Category III or Category IV that are scheduled on an ongoing basis;
- receptions, including wedding or retirement receptions;
- events at which it may be construed that the facilities are being used to sell alcohol, including ticketed events or events with admission charges such as wine tasting;
- private party events in which alcohol would be served, unless sponsored or co-sponsored in Categories I, II, III, or IV;
- non-university fundraising activities;
- events that promote an agenda other than that which would contribute to the facilities’ purpose, e.g., political campaigning; or
- dances or other social events.

### **Reservation Procedures**

Reservations for all events in the Ed and Gwen Cole Art Center or Griffith Gallery shall be made through the gallery director. Reservations shall be limited by the preexisting exhibition schedule, and the nature of the event. Functions that may interfere with the conservation and preservation of art being exhibited will not be considered.

The galleries should be reserved as far in advance as possible; suggested minimal time is 60 days prior to the event. Alternate dates should also be selected in case the date of the first choice is not available. For Category I and II events, a Cole Art Center Usage Agreement form must be completed; this form is available on the College of Fine Arts website. For Category III and IV events and private party functions, a Facility Use Agreement form must be completed and signed by the person or persons who are legally and financially responsible for the event; this form is available on the website of the General Counsel under "Forms." An initial meeting with the gallery director is required at the time the agreement is signed, and the payment of any deposits shall be submitted at this time. The schedule of fees may be obtained from the College of Fine Arts website.

Four weeks prior to an event, a meeting with the gallery director shall be scheduled to formalize set-up procedures, equipment, and personnel needs.

### **Food and Beverages**

Food and beverages may be served in Griffith Gallery and the Ed and Gwen Cole Art Center, subject to approval by the gallery director. The serving and consumption of beer and wine in the Ed and Gwen Cole Art Center is permitted under the following conditions:

1. the event must be approved in advance by the dean of the College of Fine Arts;
2. the event must be an authorized, university-sponsored or co-sponsored event. Private party functions not sponsored by the university may not serve alcohol at these facilities;
3. for events sponsored or co-sponsored with a party that is not an SFA-affiliated 501(c)(3), the party is required to acquire insurance coverage for their use of the facility, with the university named as an additional insured, in the amounts and on the conditions required by the office of environmental health, safety and risk management. For purposes of this provision, an SFA-affiliated 501(c)(3) includes the SFA Foundation, SFA Real Estate Foundation, Alumni Foundation and Alumni Association, Quarterjack Club, and Tip-in Club;
4. food and non-alcoholic beverages must also be served; and
5. any event that includes alcohol must be in compliance with local and state laws at all times, including the Texas Alcoholic Beverage Code.

The dean of the College of Fine Arts will provide to the provost and general counsel at the end of each fiscal year the number of alcohol related events sponsored or co-sponsored at this facility.

Alcohol may be procured by purchase using funds in approved discretionary accounts or by donation.

**Cross Reference:** Use of University Facilities (16.33); Alcohol Service (13.7); Texas Alcoholic Beverage Code

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Dean of the College of Fine Arts

**Forms:** Cole Art Center Usage Agreement; Facilities Use Agreement

**Board Committee Assignment:** Building and Grounds