

The Ed and Gwen Cole Art Center and the Griffith Gallery

Original Implementation: April 21, 2009

Last Revision: February 2, 2021

Purpose

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 perceptions of Stephen F. Austin State University. As such, the facilities should in all ways project a high stature, professional and welcoming image and offer artistic experiences for students, faculty, and the public.

Scheduling and use of these facilities and equipment are 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 operating policies.

Governance

The director of the School of Art 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 dean of the College of Fine Arts. External organizations may offer input but have no authority for scheduling these facilities.

Priority of Use

The Ed and Gwen Cole Art Center and the Griffith Gallery are academic and art exhibition facilities and the priority of use is as follows:

- 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, 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, or staff organizations of both an academic and non-academic nature; and
- Category IV - Events co-sponsored between university departments and non-university groups.

Scheduling Requests

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

The facilities will 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 outside the College of Fine Arts;
- events at which alcohol will be sold, including ticketed events or events with admission charges (e.g., wine tasting);
- private party events in which alcohol would be served, unless sponsored or co-sponsored in Categories I, II, III, or IV;
- non-School of Art 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 will be made through the director of the School of Art. Reservations will be limited by the exhibition schedule, and the nature of the event. Functions that may interfere with the conservation and preservation of art on exhibit will not be considered. Some exhibitions prohibit use of food and drink in the gallery by contractual stipulations.

A Facility Use Agreement form will be completed by School of Art personnel and must be signed by person or persons who are legally and financially responsible for the event. Fees will be discussed during the initial meeting with School of Art personnel. Four weeks prior to an event, a meeting will be scheduled to formalize set-up procedures, equipment, and personnel needs. Works of art and/or exhibitions will not be rearranged to accommodate receptions or events.

Food and Beverages

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

- The event must be approved at least six weeks in advance by the dean of the College of Fine Arts;
- The event must be an authorized, university-sponsored or co-sponsored event.

- 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 to use the facility. The university must be 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 Association, and Tip-in Club;
- Food and non-alcoholic beverages must be served; and
- Any event must comply with local and state laws at all times, including the Texas Alcoholic Beverage Code (TABC). Serving of any alcoholic beverages must be done by TABC licensed bartenders.

At the end of each fiscal year, the dean of the College of Fine Arts will provide the number of alcohol-related events sponsored or co-sponsored at these facilities to the provost and vice president for academic affairs and general counsel.

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 Committee

Revision History: April 24, 2018
 January 27, 2015
 April 17, 2012