

# Gallery Guidelines

# Gallery Guidelines

Updated 7/2025

This information is intended to help students plan and carry out exhibitions in Green Hall Gallery and 32 Edgewood. The following information, guidelines and policies are meant to ensure that:

- Yale School of Art Galleries and the contents therein are in compliance with Building and Fire Safety codes, as well as Health & Safety visitation, capacity and catering protocols
- impact to the space is limited and destruction is prevented
- the gallery is safe for guests, students and staff
- the transition from deinstallation of one show does not jeopardize the timing of the install of a following show, and, the installation of a new show does not conflict with the advertised scheduled opening

## Project Proposal Review Process

Students planning projects in SoA galleries must complete and **submit a Project Proposal form ([example](#))**, **minimum of 30 calendar days before the installation of their exhibition.**

- Proposals are reviewed by the Gallery + Exhibitions Manager (GEM), Facilities Director, [Environmental Health + Safety \(EHS\)](#), [Fire Marshal's Office](#), and faculty advisors.
- All materials used in making the artwork must be listed in the Project Proposal and must adhere to guidelines around materials used in SoA Facilities
- **If the project does not meet SoA Gallery safety policies, students must revise their proposal for approval two weeks before installation begins.**
- There is a unique Proposal Form for each exhibition, please check the [Gallery Hub](#) for more information on exhibition timelines. **Thesis Exhibitions Proposal and Revision deadlines are determined by department Thesis Faculty.**
- If a project is installed in a gallery without prior approval, the gallery will be closed and/or the work will be removed. Any students exhibiting in a SoA gallery agree to adhere to the guidelines in this handbook. **The School of Art reserves the right to close the gallery and/or remove any artwork or stop a performance/event which is in violation of gallery rules, Yale University policies, state or federal law, or which pose an immediate safety hazard to gallery staff or visitors.**

**The following scenarios must be approved before installation or performance/event can begin:**

**SoA Facilities:**

- Altering University structure/property
- Weapons or items that could be perceived as weapons
- Water or other non-hazardous liquid
- Displayed in an area outside of SoA gallery spaces or Yale property
- Use of living or dead animals, insects or plants

**Environmental Health + Safety:**

- Electrical components
- Hazardous chemicals/materials
- Suspension of artwork from the ceiling
- Heavy objects (10lbs or more) installed overhead (wall or suspended)
- Large structures
- Tripping and slipping hazards (wires, cables, water and other liquids)
- Kinetic objects
- High risk of injury during install or deinstall.

**Fire Code Compliance:**

- Items that generate heat
- Organic materials (Straw, compost, etc)
- Combustible materials (untreated wood, synthetic fabrics, etc)
- Structures designed for entry
- Objects, Structures or Installations that may block visitor's ability to freely travel through the gallery (building walls, hanging curtains, very large objects)
- Anything that may activate Fire Alarms (fog machines, mist, etc)

## **Gallery Facilities Safety Guidelines**

The following guidelines are in place to maintain safety and prevent damage to SoA facilities during installation and run of show. **Should damage to the building, space, lights or borrowed equipment occur, repair and renovation costs will be charged directly to the student's account.**

- No Chemical strippers, spray paint, noxious aerosols and other hazardous or noxious products. This includes resins, adhesives, urethanes, fixatives or other materials that are off gassing. (All materials must be listed in the Project Proposal form and approved by staff + faculty)
- No loose materials that contain silica or other harmful particulates. This includes dry plaster, dry concrete, sand, gravel, or soil
- Any artwork containing liquid must have a secondary container, in case of leakage
- Works suspended from the ceiling, in which concrete anchors are used must not exceed 50 lbs. Weights above this are deemed unsafe by EHS due to the amount of holes drilled into the concrete ceiling and the unknown makeup of the materials used to repair previous holes.

- Only pre existing holes may be used to suspend artworks. All suspended works must be reviewed by Facilities and EHS. If approved, gallery staff are responsible for installation of suspended works
- No suspending, fastening, or placing objects on the building's mechanicals (ductwork, pipes, conduit, lights and the fire suppression system)
- Nothing may be placed within 20 inches of any fire suppression system sprinkler heads
- Nothing may impede the path of the Smoke Sensors in the basement level gallery
- No painting, drilling, or adhering materials to the gallery floors or hallways
- No painting or adhering materials to the gallery windows (except for identity design vinyl to Chapel St window, which is installed by staff and designers)
- No flat extension cords may be used. Round extension cords that lay across the floor, must be covered with gaffer's tape. Extension cords may not be suspended so that they intersect a pathway or any means of egress. Extension cords may not be daisy chained together, must use proper length extension cable.
- Outside contractors, friends and family members may not assist students in the installation of work. All installations in GHG and 32 Edgewood should be completed by exhibiting students, and their cohort peers (SoA students that are not exhibiting) and the available art installers employed by the School of Art.
- Students may not climb ladders higher than 8 feet or use the electric platform lifts. The School employs one to two freelance professional art installers who can assist in installing work. See Gallery Usage Guidelines
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- Walking on the ledge in front of the windows in the Ground Floor Gallery (Mezzanine) is strictly forbidden.
- The School's tables, chairs, easels and other furniture may not be used in any exhibition.
- Stairwells may not be blocked. The fire-door at the top of the stairs of the basement gallery may not be closed.
- Any installation or signage proposed for the entryway or any corridors throughout Green Hall, including in doorways, entry lobby, on the floor, or on the ceiling, must be reviewed and approved by the Director of Facilities. Unapproved installations that are in violation of SoA or Yale University policy, are damaging to the facilities, or which pose a safety risk will be removed upon discovery.

## Gallery Usage Guidelines

**Students are responsible for the installation of their projects and security of their personal belongings while exhibiting in SoA galleries.** The following guidelines are in place to ensure safety and equity among students.

## Access & Security

Access restrictions are dependent on University-wide access policies, please review the [School of Art's Visitor Policy](#):

- Green Hall Gallery is open only to members of the Yale community with active card access to the buildings, and designated participants and/or guests
- Receptions are the only time the exhibitions will be made explicitly accessible to the public
- The exhibition space at 32 Edgewood Ave. requires dedicated docent hours, as this space is not greenlit-accessible for visitation.

For each show in the galleries, the exhibiting group, curator and/or dedicated faculty member may be given keypad access for specific dates.

**During the installation periods and run of show, it is the exhibiting group's responsibility to secure the contents of the gallery and maintain secure status of the gallery doors when inside.** Due to the permeable nature of these educational gallery exhibition spaces, security from loss, damage or theft of the content placed within these spaces is not guaranteed. The School is not responsible for loss or damage to personal property in the galleries.

## Equipment + Personal Property

**All students are urged at the enrollment phase to obtain [personal property and/or renter's insurance](#) to cover their belongings.** Neither the School of Art nor the University is responsible for damaged, missing or stolen personal property. This includes the contents of the galleries. Unless otherwise noted or arranged by special circumstance, any participants outside of the Yale community must be informed by student organizers and/or curators of exhibitions in SoA facilities regarding this policy agreement.

## Installation

- All installations or objects in which bolts, anchors or other specialized hardware is to be installed in the ceiling or wall, must be approved by the GEM and possibly by EHS. The installation of the hardware and the work itself must be conducted by gallery staff. Students must supply specialty hardware.
- Students are expected to clean the gallery of all debris, tools and other items related to the installation before the show opens to the SoA community. Install supplies and tools may not be stored in hallways on any level, the school will remove any items left outside of the gallery entrances.
- Students are responsible for securing equipment and/or objects installed within the gallery space. Students are advised to keep gallery doors closed during installation and not share keypad code.

- The School has a limited number of track lights and they are no longer produced. To prevent damage to the tracks and lights, students are not permitted to move or adjust the lights. Lighting of all shows is done by the installation crew.
- In each gallery space, there are safety lights that do not turn off. If an artist wishes to have more control of the lights, they should select an area of the gallery further away from these safety lights. If this is not possible, the lights can be covered with fireproof-grade gray theater light gels to reduce the light emitted by 50%.

## Staff Assistance During Installation

The School employs 1-2 gallery technicians to assist students with complex installations and working at heights above eight feet.

**Installations below eight feet are the exhibiting student's responsibility, if time permits staff may assist for a limited time.** During Thesis Exhibitions, the install schedule is made during class meetings with the GEM, the exhibiting cohort and thesis faculty.

The Gallery Manager coordinates the installers schedule and tasks during installations.

### **Staff are responsible for the following installation tasks:**

- Installations above 8ft and operating the personnel lift
- Lighting (students are prohibited from adjusting the track lights)
- Help with installations involving heavy objects/equipment and when using specialized hardware
- Assist with installation of equipment checked out from the Equipment Loan Office (ELO)
- Assist identity designers with vinyl signage installation on Chapel St window (if time permits)
- Patching and painting nail/screw holes during deinstall (students are responsible for repainting large wall paintings/drawings)
- General maintenance

**Gallery Staff cannot assist with moving artworks from a student's studio to the gallery or vice versa.** Students' should ask for help among their peers to move artworks. Ask GEM for moving carts/supplies. Utilize scheduled moving transportation from 36 Edgewood (Sculpture Thesis only).

## Run of Show

- Artists are encouraged to periodically check on their work and inspect for safety, securing objects, damage, theft and/or operation of any equipment.
- Students are responsible for operating any audio/visual or kinetic equipment they are exhibiting.

## Deinstallation

- By the end of the last install day, all spaces in the gallery must be returned to their original condition, broom clean and all work removed.
- Installation staff will only patch and paint holes made by nails, pins, bolts, anchors and specialty hardware or accidental wall damage.
- Artists who have painted directly on the gallery walls will return the walls to their original state and must provide their own paint (Benjamin Moore, Super Spec, Flat White 275-01)
- Installation staff will de-install anything that is suspended from the ceiling and anything that requires the personnel lift or ladder taller than 8 ft.
- Any costs incurred by the School to return the gallery to its original state after a show, will be billed directly to the students in that show. This includes, but is not limited to, structural and mechanical repairs, painting, and cleaning.
- Any unfinished works or installations and/or equipment present in the gallery spaces may delay the installation of the next exhibition and/or their receptions and documentation.

## Performances

Any performance in the gallery must adhere to the guidelines laid out in this handbook.

- **Performances (including during install, open hours, and receptions) must be approved by the GEM and plans must be submitted to the Project Proposal Form, for review by staff and faculty.**
- A walkthrough of the performance must be completed with GEM before approval is granted. GEM can be included in the faculty review of the performance plan.
- Unapproved performances that violate SoA or Yale University policy, are damaging to the facilities, endanger the safety of others, are disruptive to the operations of the school, or could cause damage to other artists' displays will be stopped by Gallery Manager at any point during the performance

- Only performances during public receptions may be advertised as public to visitors outside of Yale. Please review the [School of Art's Visitor Policy](#) and the Gallery Access section of this handbook.

## Sound

- All sound levels must be within reasonable limits and not disturb or disrupt other installations in the gallery.
- Speakers for artworks with sound components must be easily accessible, so the volume can be turned down during critiques and group discussions/events.
- Sound levels in the Ground Floor gallery must be approved by Gallery Manager, as this space is next to staff offices, loud sounds are disruptive to those working in the office.
- During install, music may be played on speakers at a low level, and should not carry throughout the gallery. GEM may ask you to turn down the volume if it disrupts those working in the building. Headphone and earbud use is discouraged, as these devices impair your ability to hear others in the space, in case of emergency

## Receptions

- The School requires a bartender if beer and wine are to be served. The legal drinking age is 21. No underage person may possess or be served alcohol.
- The school provides a limited budget for food and beverages during Green Hall Receptions.
- All receptions must end by 8PM and all visitors to the School of Art campus must leave at that time.
- Propping of any exterior door or gate to Green Hall is strictly forbidden.
- At the close of the reception, Yale Police may conduct a walkthrough of Green Hall to verify that liquor is no longer being served and that the reception has closed.
- If there is a problem with an unmanageable guest or criminal activity, notify the Yale Police Department immediately. (203-432-4400)

## 32 Edgewood

Due to the independent and student/faculty-directed nature of this space, exhibition hours and reception funding are dependent on schedule & budgetary provisions.

## Student Organized Exhibitions

32 Edgewood is a multipurpose space that has scheduled programming throughout the academic year. **Student groups can apply to organize group exhibitions at 32 Edgewood during one of the scheduled Group Show timeblocks during the Spring semester.** Please see [Gallery Hub](#) for schedule

- Students must submit an exhibition proposal to the Gallery Manager, a submission form will be emailed to students during the fall semester, and can be accessed from the Gallery Hub.
- Chosen shows will receive planning support from Gallery Manager as well as funds for identity design, photo documentation, and reception catering.
- All activities in 32 Edgewood must adhere to the same safety + security procedures outlined in this handbook. All students participating in the exhibition must complete a Project Proposal form.
- Reception catering funds can not be used for alcoholic beverages as the School requires a bartender if beer and wine are to be served. The legal drinking age is 21. No underage person may possess or be served alcohol.
- 32 Edge requires dedicated docent hours, as this space is not greenlit-accessible for visitation. Open Hours must be scheduled within Monday-Friday 12-4pm, and are based on work-study schedules/budgetary funds. Organizers can volunteer to monitor the space during the above hours, if docents are unavailable.
- Evening and weekend events must be approved by GEM and Facilities Director. A staff member or faculty from the university must be present for doors to be greenlit.
- Gallery staff can assist with installation for a limited time. Typically 4-6 hours. Priority is lighting and installations above 8 feet. Installation assistance is contingent on budgetary provisions

## Partner Programs (Yale and non-Yale Groups)

Non-Yale groups must sign and adhere to a Facility Use Agreement ([example](#)), supplied at the start of planning a program. Any program in 32 Edgewood is subject to the same facilities and safety guidelines outlined in this handbook, projects must be approved by GEM + Facilities Director before swipe access is granted.

The Gallery Manager will not provide installation assistance for programming where SoA is not a core partner (SoA students, staff or faculty are not core organizers). Organizers must work

through their own departments for the hire of installation professionals. **The GEM provides support with scheduling, swipe access, and coordination with other SoA staff.**

The scheduling of docents for partner programs must come from the organizer's budget. GEM can assist with scheduling student docents in coordination with the SoA business office.

- Open Hours for greenlit entrances must be scheduled Monday through Friday 12-4pm.
- Evening and weekend events must be approved by GEM and Facilities Director. A staff member or faculty from the university must be present for doors to be greenlit.

## **Communications**

### **Identity Design**

1-2 MFA Graphic Design students will receive work-study positions to create the graphic identity for each exhibition. An exhibition identity will be created in collaboration with the exhibiting group.

Required materials for every exhibition are:

### **Vinyl Title**

For each show, the Identity Designers and exhibiting artists create vinyl signage located on the Chapel Street facing windows.

- Maximum size 72 x 72", one window pane on Chapel facade
- Vinyl is produced by Galleries + Exhibitions staff. White + black vinyl rolls are available, other colors by request and budget
- Designers must install vinyl on windows before the exhibition opens. Install techs may assist if time permits
- Signage must accommodate being made on 24" roll, please discuss designs with staff for feasibility
- Designers should avoid overly complex patterns or shapes and thin linework. The vinyl is weeded by staff and workstudy students. The more complex the designs the more labor to produce the vinyl. If the design is too complex, GEM may ask for revisions in order to produce the signage in a timely manner.

### **Wayfinding**

For all shows, the artists showing or designer charged with designing the show signage are responsible for labeling the work or creating a walkthrough of the works on display.

### **Poster Box**

Installing a poster in the Corridor Display Case is the responsibility of the Identity Design team and exhibiting artists

## Documentation Photography

- Archival documentation photography will be taken by an outside photographer. Students will have access to the final photos to use for any non-commercial self-promotional use provided they use the appropriate photographer credit.
- The shot list includes each individual work installed in the gallery, along with long-view installation shots, detailed photos of each work, and any identity posters, materials, or signage. **These photos are taken at the discretion of the school.** The Communications Office will work with Faculty Thesis Advisors + the Photographer to create as robust a series of images as possible, given budget + time constraints.
- Any student who would like to self-document may do so at any time. If any student wishes to bring in an outside Photographer, that should be arranged via DUS/DGS or Faculty Thesis Advisor, with requests scheduled in coordination with the Communications Office + Gallery Manager at least 2 weeks in advance.

## MFA Thesis Communications Support

### **Website Production**

Thesis work produced by the MFA Class will be published on the School of Art's thesis exhibition website, accessible at [art.yale.edu/MFAThesis](http://art.yale.edu/MFAThesis). Exhibiting artists have the opportunity to publish artwork documentation, an artist statement, and an artist website on the thesis website. This information is gathered and published as thesis exhibitions are staged throughout the Spring semester.

### **Email Announcement**

The Communications Office will take images and language from the design team and cohort to craft an email announcement that will be sent to current SoA faculty, staff, and students. This email will also contain a link so that members of the cohort can forward the formatted email to their personal contacts.

### **3D Scanning of Gallery**

The Communications Office will use Matterport to create 3D photographic images and walkthroughs of each show with a custom [yaleart.org](http://yaleart.org) shortlink. Individual works will be tagged

according to the exhibition map produced by the graphic identity designers . Artists exhibiting moving images or sound may share their files to be embedded in the virtual walkthrough.

### **Streaming Video Hosting**

Streaming videos will be hosted on either our School [YouTube](#) or Vimeo account at no cost to the department. YouTube is the preferred host, though Vimeo may be used. To livestream events, [Yale Broadcast Studio](#) can be utilized with at least 2 weeks advance notice.

### **Archive Page on art.yale.edu**

There is a unique link to house all SoA archival materials and details for each exhibition. See <https://www.art.yale.edu/exhibitions/archive> This link is maintained so that any student, researcher or arts organization may reference any exhibition in the future.

### **Art & Education Announcement**

SoA will purchase one Art&Edu posting to highlight the thesis exhibitions collectively. Art & Education announcements reach 80,000+ international visual arts professionals and academics.

### **Social Media Outreach**

Multiple posts will be scheduled over the exhibition period. Currently, the SoA [Facebook](#) page reaches 2,000+ followers, and the SoA [Instagram](#) page reaches 20,000+ followers.

### **Large Zoom Room Support for any Public Presentations**

If any thesis group would like to host a panel or presentation the Communications Office can provide a larger capacity 1,000 seat Zoom room + a custom community guidelines document.

### **Departmental Publications**

Each department has a process and procedure for budgeting for publications. Departmental budgets determine the coverage of costs & fees, as well as donations often given for the purpose of publication.

### **Commissioned Writing**

Working with professional writers and academics is a benefit for all SoA graduate students. This includes Faculty + PhD and MA students from across Yale schools.

Standardizing honoraria payments for non-SoA faculty writers is important for equity-related concerns; however, each discipline's department is of a different size and has different budgets, payment approval procedures and needs. The following are honoraria payment rules + *suggested* rates, and must be pre-approved by the discipline's DGS before assignment:

- Current full-time SoA faculty member: no f/t members of the SoA faculty may receive a writing fee

- Yale PhD/MA/adjunct faculty writers: \$100 honorarium per text up to approx. 500 words; \$300 flat-rate honorarium per 500-1000 word essay; \$600 flat-rate honorarium per 1000-3000 word essay
- field professionals outside of the Yale community: \$.50 per word