

# Wells/Williams Contract

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## Williams Hall Annex and Wells Hall Bay 2 + 3 Department of Art, New Mexico State University

Students will be provided with exhibition/installation space appropriate to their needs based upon available resources. In advance of scheduling the following two documents must be submitted to Craig Cully for review:

- A written proposal which includes: description of concept; the size of space required; anticipated materials and processes; electrical/lighting requirements; start and end dates (including setup and cleanup not to exceed two weeks), and opening date if applicable.
- A completed contract (see below) with the signature of the sponsoring faculty member.

### **Safety Guidelines**

Usage and storage of toxic chemicals and hazardous materials is not permitted. Wells Bay/Williams Annex are designated as non-toxic spaces and are limited to non-hazardous/non-toxic materials and processes.

### **General Rules**

The Wells Bay/Williams Annex spaces are for specific exhibitions and/or installations. They are NOT for general storage, recreation, or for additional studio space.

- Students may reserve a space for up to two weeks total (certain exception may apply on a case by case basis and must be requested in writing to the supervising faculty member and department head).
- All spaces must be cleared out and cleaned two weeks in advance of each semester's graduate candidacies and reviews. Confirm dates ahead of reservation.
- All spaces used for candidacies and reviews must be cleared out and cleaned before the open of business on the Monday following candidacy.
- Storage of surplus materials of any kind, unless specifically related to the proposal is not permitted.
- The space is to be kept clean and orderly.
- Smoking, drinking, and/or drug use is not permitted.
- Modifications of the space in any way are not permitted without **previous consent** from the supervising faculty. This includes, but is not limited to, wall, ceiling, floor, or electrical modifications. The lack of previous consent will result in students losing the opportunity to exhibit at Wells/Williams Hall.
- Only currently enrolled NMSU students are permitted to work in Wells Bay/Williams Annex.

**Misuse**

Misuse of Wells Bay/Williams Annex space will be grounds for loss of privileges. They will be inspected by the supervising faculty member and/or the Safety Officer at the start and end date of the contract, or at interim times as necessary. The Department Safety Officer will inspect the space prior to any opening to ensure that there are no code or safety violations.

Upon completion of the allocated time, students will be expected to vacate the assigned space promptly. Extension requests must be submitted one week prior to the agreed upon end date and will only be considered if the scheduling permits.

In case the space is not vacated in a timely fashion and returned to its original condition; the student will lose the privilege of use of Well Bay/Williams Annex for the remainder of their time at NMSU. Grades for studio courses that are linked to the work will also be negatively affected.

**Sponsoring Faculty**

All students who are requesting space in Wells Bay/Williams Annex must have a sponsoring Department of Art faculty member who will be responsible for supervising the student. In most cases, this faculty member will be the student's immediate media advisor. If misuse of the Wells Hall occurs, then the sponsoring faculty will be held accountable for returning the space to its original condition.

**Access to Wells Hall**

In order to access Wells Bay see Craig Cully in Dan W. Williams Hall Annex, room 106 Tuesday through Thursday 10am-6:30pm. You will need to provide a \$20 deposit for a key to the space. When your project is completed and the space is cleaned and signed off on return the key to the Administrative Assistant for your \$20 deposit.

**Please sign and date below:**

I have read and understand the information set forth in this document.

Student's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Sponsoring Faculty (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Sponsoring Faculty Post-Install (print): Signature: \_\_\_\_\_

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