**GALLERY USE GUIDELINES**

1) Use of the gallery space is free of charge for Cannery Row Owners.

 2) All submissions for Gallery usage must be made in writing  to the Gallery Committee via Elizabeth 253-5011 and copied to Arts Coordinator c/o The Strata Council mailbox.

 3) All users must sign [rental agreement](http://www.canneryrowlofts.com/gallery-rental-agreement/) & waiver of liability prior to use.

 4) User is responsible for all promotion of works showing in the gallery. Gallery user is responsible for all costs and labour involved in hanging the show, including painting walls to enhance presentation of work, if required. User is responsible for all restoration of  the space afterward. ie: puttying and sanding holes in the walls, repairing damages, touching up or repainting etc., sweeping & mopping floor, garbage removal. If the wall colours are to be altered for presentation, user must make note of these changes in the proposal.

 5) Gallery user is responsible for opening the gallery, manning it, and locking it up.  Gallery will never be left open, unattended. All blinds must be closed when space is unoccupied.

 6) There are no washroom facilities in the gallery.

 7) Works on display may not contain,  perishable foods,  toxic and/or highly flammable substances, live animals, illegal content or substances.

 8) Gallery space may be booked for a maximum of 1 week. If there is a vacancy in the Gallery schedule, the user may ask for their show to be held over. Gallery must close by 10pm, Fridays & Saturdays 11pm.

 9) All users will sign out a “Do Not Copy” key for their use during the rental period. At the termination of rental/usage, the space must be inspected by, and the key returned to either the Arts Coordinator, or upon previous arrangement, another Strata Member or Gallery Committee Member.

10) All users are required to supply a $200. Damage Deposit. This is fully refundable upon restoration of the space, and key return. User must have ”key return” and “gallery restoration completed”, signed for on their rental agreement, in order to receive back Damage deposit.

 11) Scheduling priority will be given to Owner/Residents.

 12) Outside presenters, with the exception  of pre-approved schools and community organizations, will be required to pay a rental fee of $15 per day, including set up and wrap days.

 13) Damage deposits and rental fees are to be paid in advance, no exceptions.

 14) It is suggested that the renter/user take out liability insurance. The following rental agreement waives any responsibility on the part of Cannery Row Owners and Strata Council.

 15) All guidelines apply to both the northeast and southwest gallery spaces.