



SALTQuarters Gallery

Terms of Use

User: _____

Phone #: _____ E-mail: _____

Start of Use: _____ End of Use: _____

Gallery Hours:

(please specify when you would have the gallery open to the public, include times)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

BASIC CONDITIONS

Use of space is limited to art events – exhibitions, screenings, performances, etc.
Ultimately, the use of the gallery comes at no cost, but the following must be abided by:

INSTALLATION

- Prior to installation, user must submit a drawing/description of how the space will be used and what alterations, if any, will be made.
- Any installation work needed shall be done by user.
- User will receive keys to install and operate the gallery for the duration of use.
- Alteration to space must be consulted with the SALTQuarters Coordinator.
 - Allowable Alterations: the wall can be altered by paint, hanging hardware, etc.
 - Nothing may be done to alter floor or ceiling.
 - If any questions arise, contact the SALTQuarters Coordinator
- Exterior of gallery may be used if consulted with the SALTQuarters Coordinator. It should not be tampered with prior to consent of the NWSI, and must be returned to its original state if altered.

SECURITY DEPOSIT

- Prior to receiving keys for the space, User will provide the SALTQuarters Coordinator with a check for \$100. This deposit is intended to pay the cost of damages, cleaning, excessive wear and tear, and/or unreturned keys, if these instances are evident once the use agreement has ended.
- This check will remain UNCASHED and will be returned to the User upon a successful final inspection of the gallery by the SALTQuarters Coordinator.

EQUIPMENT

- SALTQuarters will only provide the gallery space – any other equipment required for the show/exhibit is to be provided by user. However the NWSI does have a projector and speaker system that can be loaned to the user, but will require a refundable deposit.

