

The University Gallery is primarily an academic endeavor. It is open to faculty, staff and student groups for meetings, art-related lectures and academic presentations. Please be mindful that art exhibited in the gallery is property of individual artists and/or collectors. Please be respectful of their creative endeavors. The goal is to keep the gallery open from 10 a.m. – 3 p.m., Monday through Thursday.

- Within the gallery, there is a projector, a laptop and online capability.
 - Please do not touch or attempt to move any work of art.
 - Visitors may take photographs, for private use only. If there are photographic restrictions, a written notification will be posted.
 - If you are concerned about the content of any scheduled exhibit, you should visit the gallery prior to scheduling a class or meeting to make your own determination.
1. To schedule a class or meeting in the gallery please contact Kit Hall at 817-531-4984 or khall@txwes.edu and provide the following information:
 - a. **Faculty:**
 - i. Name, email and phone
 - ii. Class title and section number
 - iii. Date and time your class will be visiting the gallery
 - iv. Food and drink – provide a detailed description
 - v. Will tables and chairs be requested?
 - vi. Number of visitors
 - b. **Student Organization:**
 - i. Name of your organization
 - ii. Contact person's name and email address
 - iii. Name and time of your meeting
 - iv. Faculty sponsor's name and email address
 - v. Food and drink – provide a detailed description
 - vi. Will tables and chairs be requested?
 - vii. Number of visitors
 - c. **Staff and Faculty Meetings:**
 - i. Name of group
 - ii. Contact person's name and email address
 - iii. Date and time of your meeting
 - iv. Food and drink – provide a detailed description
 - v. Will tables and chairs be requested?
 - vi. Number of visitors
 - d. **Community Organization:**
 - i. Name of organization
 - ii. Contact person name, email address and phone contact
 - iii. Purpose of visit
 - iv. Table(s) and chairs needed – provide number of each
 - v. Food and drink – provide a detailed description
 - vi. Number of visitors
 2. Chairs and/or tables
 - a. Faculty, staff and student organizations are responsible for scheduling delivery and pick up.
 - b. Community organization: Texas Wesleyan personnel will make any arrangements.
 - c. When placing chairs and tables, please keep each several feet away from any art displayed and the gallery walls to avoid damaging art or leaving marks.
 - d. *Food, cups, plates and plasticware are the responsibility of each group.
 3. Clean up
 - a. Leave the sink area clean and free of trash.
 - b. Put all trash in the receptacle provided.

**Food and drink are natural enemies of displayed art. Please keep the food simple and easy to clean up. Under no circumstances should visitors place food, cups or plates near art or on pedestals displaying art or on gallery furniture.*