

Gallery Use Policy

GENERAL

1. **Artworks, Walls, and Displays:**
 - a. Full caution must be taken for any artwork displayed or stored on the premises.
 - b. Do not touch pedestals or walls.
2. **Photography:** Visitors may photograph artworks unless signage indicates otherwise, with credit to the artist and Richmond Art Center. For commercial or professional use, contact staff for approval.
3. **Animals:** Animals must be under the control of their handler and visible at all times.
4. **Food/Drinks:** Food and drink are allowed only if professional standards are upheld.
5. **Sound/Amplification:** Amplified sound or music must be approved by staff and remain at a volume that does not interfere with other events, activities or classes.
6. **Children and Supervision:** Children aged 12 and under must be accompanied by a guardian at all times. Unattended children are not permitted in the galleries.
7. **Safety and Conduct:**
 - a. Fire exits and pathways must remain unobstructed.
 - b. Smoking, vaping, or lighting any substance—including tobacco, e-cigarettes, and other inhalable products—is strictly prohibited in the galleries.
 - c. Open flames and hazardous materials are not allowed.
 - d. Offensive, abusive, or threatening language and behavior are prohibited.
 - e. Indecent exposure, lewd acts, fighting, and disorderly conduct are strictly forbidden.

EVENTS

8. **Gallery Access and Communication:**
 - a. Event organizers must designate a main contact person for coordination with Richmond Art Center staff.
 - b. A Richmond Art Center representative will remain onsite throughout events.
 - c. Events must start and end within the agreed-upon time. Setup and cleanup must occur within the reserved time frame.
 - d. Events held in the galleries during designated Gallery Hours are open to the public unless designated as private.
9. **Set-Up:**
 - a. Event set-up must be approved by Richmond Art Center staff in advance, with a layout plan communicated to ensure compliance with space and safety standards.
 - b. A minimum clearance of four feet, plus walking space, must be maintained around all artwork and pedestals when setting up objects such as tables and chairs.
 - c. Walls are for Richmond Art Center's use only. Banners, posters, and signs must be displayed on freestanding supports such as partitions, easels, pedestals, or tables.
 - d. Basic equipment (tables and chairs) is available upon request, subject to availability.
10. **Alcohol and Permits:** Event organizers must obtain any necessary permits for alcohol sales. Richmond Art Center cannot assist with this.
11. **Post-Event Cleanup:** The event organizer is responsible for ensuring the space is left clean and orderly. All trash must be disposed of properly at the event's conclusion.

Failure to adhere to these policies may result in restricted use of the gallery. Richmond Art Center reserves the right to amend or add policies as necessary.