



TURCHIN CENTER
for the Visual Arts

Rental/Usage Policies

The TCVA makes its facilities available on a limited basis, for groups with an interest in exposing and familiarizing their guests with the TCVA space, as well as the exhibition programming offered by the center.

Guidelines considered in evaluating requests for event space include the following:

- In accordance with the TCVA mission, events held at the Turchin Center will be limited to events that include an opportunity for the center to share its programming with the guests of these events, via such activities as exhibition tours or program briefings by TCVA staff.
- In general, the Turchin Center is not equipped to handle receptions for groups larger than 50. Events with an estimated attendance of 50 or fewer will be held in the Moskowitz Gallery, based on the availability of the space and the availability of TCVA staffing. Most of these events will be scheduled during TCVA public hours.
- Events held outside of TCVA public hours, events involving food and drink, or events involving an estimated attendance of more than 50 will be considered on a case-by-case basis. Because the TCVA features changing exhibitions, the nature of the artwork exhibited in the galleries on the proposed event date will be considered in making this determination, as the safety and security of the artwork is a paramount concern for the TCVA. Other factors affecting space usage decisions for large events include TCVA staffing availability and fire code restrictions regarding occupancy in TCVA gallery spaces.

Usage Policies Applying to All Users:

- Usage of the Turchin Center must be requested at least 6 weeks in advance of the scheduled event.
- Events suitable for usage of the Turchin Center include lectures, social events, receptions, and gallery tours. If an event is deemed suitable for usage, and the requested date(s) are available, a determination about the space to be offered for a particular event will be made, depending on the nature of the event, the required set-up, and the number of intended guests/participants.
- Student groups making usage requests must have a designated campus department or faculty advisor who is responsible for the event.
- For all events involving catering, a representative of the group must arrange a meeting with Turchin Center staff in advance of the scheduled event, and must obtain approval from staff regarding specific locations of food and beverage displays.
- For all events involving catering, Food Services or another university-approved outside caterer must provide all food, serving items, and servers. The Turchin Center is able to provide tables and linens only. Self-catering is not permitted.
- For all events involving alcoholic beverages, arrangements must be made with the Turchin Center staff, to ensure compliance with the center's ABC license requirements.
- As a visual arts center with gallery spaces dedicated to exhibition programs, Turchin Center gallery spaces are not suitable for certain types of events. The following types of activities are NOT permissible in the Turchin Center: sit-down meals, weddings or wedding-related events, events involving certain types of food or beverage arrangements, or events requiring the installation of items on the gallery walls. The Turchin Center is also not available for religious or political events, and fundraising events for organizations other than the Turchin Center. In addition, the Turchin Center is not available for usage on Sundays, when the facility is closed.

To inquire about usage of the Turchin Center, please contact Elle Ivy Green, Director of Visitor Services, at 828.262.7795 or via e-mail at: greenai@appstate.edu