



## **FACILITY USAGE POLICIES v0626**

**The Turchin Center for the Visual Arts (TCVA) welcomes visitors from the university, local community, and beyond to experience contemporary artworks by regional, national and international artists. Through dynamic and accessible exhibitions, educational initiatives, and collection programs, the Turchin Center advances the university's teaching mission, fosters lifelong appreciation of the arts, and provides opportunities for individuals to deepen their understanding of themselves and the world around them.**

### **OVERALL**

TCVA spaces may be reserved/rented by university-recognized organizations, administrative offices, academic departments, and other campus-affiliated organizations. TCVA spaces are NOT available for use by individuals, commercial activities, non-University events, meetings, or functions (weddings, showers, birthday parties, etc).

Not all spaces are available for use and those that are available for use will be clearly specified in the Rental Agreement. Spaces that are available for use have limited capacity and restrictions depending on the artwork on display.

TCVA reserves the right to limit reservations as necessary due to space demands, staff availability, building maintenance requirements, the protection of artwork, or the preservation of the artistic integrity of the current exhibitions.

Any requests for activities outside of operating hours will be considered on a case-by-case basis and will incur additional costs.

All events utilizing TCVA indoor spaces or outdoor spaces around TCVA are subject to all rules, policies, regulations, ordinances and laws of the University, the Town of Boone, County of Watauga, State of North Carolina, and the United States of America.

Users cannot monetize admission to the Turchin Center and its galleries.

## **HOW TO REQUEST**

Requests must be submitted **no less than fifteen (15) business days** before the requested date on 25Live. Requests do not guarantee approval, and the Rental Agreement must be signed and completed by both parties at least five (5) business days prior to an event. Please call 828-262-3017 with any questions you may have at the time of your request.

On occasion, university-recognized organizations, administrative offices, academic departments, and other campus-affiliated organizations may sponsor a reservation for a non-University entity. In these circumstances, all reservation details must be coordinated through the University-affiliated sponsoring organization. The non-university entity must have a direct relationship compatible with the University's teaching mission and strategic goals. Fronting is prohibited. If it is determined that a person or group is fronting for a different person or organization, the event may be canceled immediately. If it is discovered after the fact that a member of the University community fronted for a group or organization, both will be liable for fees and damages created as a result of the Use or Event, including preparation for that Use or Event.

## **RESTRICTIONS TO SPACE**

User accepts the space in its existing condition and agrees to return it in the same state as when it was received. If the space is not restored to its original condition, User may incur an additional cleaning fee.

Any damage to equipment or artwork will be the responsibility of User to reimburse, repair, or replace.

Materials prohibited in TCVA include but are not limited to: glitter, confetti, and natural materials that have not been professionally sterilized for a museum environment (ex: sand, hay, foliage, etc.); tape/command strips/other adhesive; nails/push-pins/etc (except for dedicated bulletin boards); open flame; food items; paint, glue, chalk, and other arts/crafts supplies that could leave permanent marks on tables, walls, and other surfaces and/or will attract pests (except in designated areas). Approved decorations (such as battery operated votives) are permitted but must be contained on tables and approved areas.

## **SELLING OF NON-PERISHABLE ITEMS**

Any items that will be sold on site by User must be approved by TCVA during the contracting process to ensure compliance with [N.C.G.S. §66-58](#). If the User is permitted to and decides to sell any non-perishable items, TCVA is not responsible for the selling of goods, providing transaction devices, or submitting applicable sales tax, as these are the sole responsibility of User. Any event offering sales without prior approval will be terminated immediately and reported to appropriate University officials.

## **STAFFING**

Certain events may require special staffing. Event staff may be provided by patron request (if available) or may be required at the discretion of TCVA. Additional fees apply for requests including but not limited to extra staffing, extended building hours, special room equipment/AV needs, etc.

TCVA may, at their discretion, require Appalachian Police to have one or more officers present at any event in the Turchin where alcohol will be served. The User will be responsible for coordinating with Appalachian Police to schedule officers, and will also be responsible for remitting any associated fees.

## **UNIVERSITY POLICIES**

Turchin Center must uphold the policies of Appalachian State University, and all Appalachian State Policies, which can be found in the [Appalachian State University Policy Manual](#), apply at the Turchin Center. Some, but not all, pertinent policies for Users of the Turchin Center are listed below.

**PARKING:** Parking must be in accordance with [University Parking and Transportation](#). On campus parking restrictions are in effect Monday-Friday, 7:00am-5:00pm. TCVA is not responsible for obtaining any alternative parking options.

**WEAPONS/FIREARMS:** [North Carolina General Statute 14-269.2](#) makes it unlawful for anyone other than police officers to carry or possess firearms or weapons on campus. This applies to both concealed and openly carried weapons.

**ANIMALS:** See App State [Animals on Campus](#) policy.

**MINORS:** Any events that include minors must follow the App State [Protection of Minors Policy](#).

**FOOD AND ALCOHOL:** All serving of food, beverages (excluding water) and alcohol must be approved by TCVA and disclosed in the 25Live request. If approved, food and drink is limited to certain TCVA spaces. TCVA adheres to the alcohol guidelines in the [Appalachian State University Policy Manual](#).

The serving of food for events at TCVA is reserved for Grandview Catering and Campus Dining unless serving baked goods, pizza and/or coffee that have been prepared in a commercial kitchen. Requests can be made through their service forms at [Grandview](#)

[Catering](#) and/or [Campus Dining/Express To Go](#). All other requests for catering must be approved by Grandview Catering through a [waiver request form](#).

Additional cleaning fees will be incurred for the serving of food and alcohol.