

William H. Gates Hall Art Display Policy

This document outlines the process for proposing a temporary installation in William H. Gates Hall.

Per University of Washington administrative policy, "Proposals for temporary installations of artwork inside buildings will be reviewed by the departmental administrator or building coordinator. That administrator / coordinator may choose to approve or reject the proposed artwork without further review or may request a review by any of the University representatives or review bodies.

- Chapter 205, *Employment and Administrative Policies*, University of Washington Policy Directory

What follows builds on this guidance and provides a substantive policy for the approval and installation of works of temporary indoor art in William H. Gates Hall.

GALLERIA WORKING GROUP

The Galleria Working Group will represent the UW Law Administration in reviewing proposed art displays and determine if they are approved or rejected. The group is composed of members of the UW Law Community appointed based on their functional area. The Dean for Diversity, Equity, and Inclusion and the Manager of Student Life will serve as Co-Chairs of the working group and are responsible for convening members to review proposals. Other functional areas included in the working group include the Dean's Advisory Committee on Diversity, Equity, and Inclusion, Facilities, Law Student Life, Law Student Leaders (Student Bar Association and Registered Student Organizations), and Marketing and Communications. The Dean for Students and Dean for Finance and Operations will serve as ex officio members and will be able to review proposals and provide their recommendation to the working group.

JEFFERY AND SUSAN BROTMAN GALLERIA

The Jeffery and Susan Brotman Galleria is a named space in William H. Gates Hall used for the display of artwork highlighting the intersection of art and law. This space is used to display Artwork approved by the Galleria Working Group.

PROCEDURES

If an individual or group affiliated with the UW School of Law (Student, Staff, Faculty, Alumni) would like to display artwork in the Jeffery and Susan Brotman Galleria, they will submit a [William H. Gates Hall Galleria Display Proposal Form](#). This form gathers information about the art, artist, and requestor for the Galleria Working Group to use in determining if the proposal is approved or rejected. Proposals can be submitted at any time and the committee may recommend a future quarter for display depending on art already approved. For a proposal to be considered for an upcoming quarter, the submission must be completed 3 weeks before the first day of the quarter.

The working group will convene quarterly to review requests for displaying art in the Galleria. Form responses are sent directly to the Co-Chairs who will bring the working group together to review the proposal and engage in a group discussion.

The working group will reach a recommendation to either approve or reject the proposal. This decision will be shared with the individual who proposed the artwork to either begin the installation process with the Building Coordinator or provide context as to why the display is not approved.

SELECTION CRITERIA

Displaying art is an important part of creating a welcoming and visually dynamic space at the UW School of Law.

The decision to display art publicly in William H. Gates Hall resides entirely with the UW Law Administration through the Galleria Working Group. This group will determine what art is approved and which academic quarter it will be posted in the Galleria. The artist or applicant will be asked to provide a statement of purpose to demonstrate how this art installation relates to the goals of the University of Washington and the UW School of Law.

The following elements will be considered in the decision to approve or reject a proposal:

1. **Goals:** The art should reflect the values and goals of the [University of Washington](#) and the [UW School of Law](#).
 - a. Artwork should help create a welcoming environment, encourage discussion, and promote educational advancement.

- b. Artwork cannot be used for lobbying or reference to active political situations. This includes candidates running for office, active ballot initiatives, or partisan political causes.
2. **Material:** The art scale, material, and form should be appropriate for continuous display for up to one (1) academic quarter without maintenance from the School of Law.
 - a. Food, living organic material, animal or human blood or tissue, and soil are prohibited from use for installation.
 - b. Any odorous materials such as perfumes, incense, or other material that may affect viewers is prohibited.
3. **Durability:** Works of art will be examined for durability, taking the School of Law environment and the condition of the piece into consideration. Extremely fragile items or those that are potential targets for vandalism are not appropriate for the school setting.
4. **Liability:** Works will not be selected or accepted that create unsafe conditions or contain other factors that may bear on public liability.
 - a. UW Law will not be responsible for any damage done to the art while it is displayed in Gates Hall and will not provide security.

APPEALS PROCESS

If the requesting individual or group has concerns about the working group's decision to deny the proposal, the decision may be reviewed by the School of Law Dean at the request of the applicant. A request for the School of Law Dean to review must be sent within two weeks of the decision.

INSTALLATION GUIDELINES

If approved, the Galleria Working Group will connect the applicant to the Gates Building Coordinator to oversee the installation process. The Building Coordinator is the point of contact for any questions related to installation and will coordinate with UW Facilities to appropriately display the art.

The art display must abide by these installation and maintenance guidelines:

1. Installation of art must commence in a timely manner.
2. Unless otherwise determined by the Galleria Working Group, temporary indoor art installations will remain on exhibit for up to one (1) academic quarter.
3. By agreeing to exhibit a temporary indoor art installation at William H. Gates Hall, the artist or sponsoring group agrees that exhibited art will not be removed prior to the

agreed end date of exhibition.

4. All art must be installed safely on the walls. Hooks and other hanging implements may be available for individual needs. The artist or sponsoring group will work with the Gates Building Coordinator with questions about installation.
5. Pre-existing gallery walls cannot be manipulated in any way that would compromise the long-term appearance or stability, except where approval has been given by the Gates Building Coordinator and/or UW Facilities. This includes:
 - A. Any physical alteration of the walls, including the use of nails, screws, or penetrative hooks
 - B. Any large number of holes in a small area
 - C. Any removal of a section of a wall
 - D. Any application of paint or substance that changes the character of the walls
6. Hanging art from pipes or electrical equipment or conduit, including lighting tracks, is not allowed.
7. Painting, removing, cutting, drilling, gluing, nailing, or screwing into existing floors is strictly prohibited.
8. Use of ladders, step stools, scaffolding or similar implements in the installation process is prohibited, except by the Gates Building Coordinator, or where approval has been given.
9. The University of Washington School of Law will not provide extra funds for the installation of proposed art works. The artist (or sponsoring group) assumes all costs associated with the creation, installation, maintenance, and removal of the work to be exhibited.

REMOVAL OF ART

The art installation must be removed from the viewing space on the date agreed upon with Gates Building Coordinator.

CONTACT INFORMATION

If you have questions about this policy or the proposal form please contact the Office of Law Student Life at lawstudentlife@uw.edu or the Co-Chairs of the Galleria Working Group, Dean for Diversity Equity & Inclusion William Covington, covinw@uw.edu, and Manager of Student Life Kayla Fencl, at fenck@uw.edu.