SAN DIEGO CITY COLLEGE LEARNING RESOURCE CENTER
EXHIBIT GUIDELINES AND AGREEMENT

In support of our mission to support City College students in pursuit of higher education, the Learning Resource Center (LRC) provides display areas in accordance with the guidelines below.

I. GUIDELINES

- **General:** San Diego City College LRC welcomes the students, faculty, and staff of San Diego City College to use the various display and exhibit areas in the LRC. Space is provided for displays and exhibits of an educational, cultural, civic, charitable or recreational nature. The LRC especially encourages exhibition of materials produced by students and faculty, and materials celebrating diverse cultures.

- **Sponsor:** All exhibits must be organized, sponsored, and overseen by a San Diego City College faculty member or administrator. The sponsor is ultimately responsible for the exhibit and for ensuring all campus and/or district policies and/or procedures are followed.

- **Acceptance:** San Diego City College LRC shall have the final decision on all exhibits and displays and their installation. The LRC reserves the right to reject the exhibit in part or in whole.

- **No Fees:** The LRC does not charge fees for use of display spaces. Any exhibit using the display spaces will not charge an admission fee, or request donations, or in any way solicit funds. Displays of a commercial nature are not accepted.

- **Photos:** Photos may be taken and used by the LRC and City College for reports and promotional purposes.
II. PROCEDURE

- **Reservations:** Use of space will be honored on a first-come basis and be generally limited to time spans of one month. Contact the LRC liaison at (619) 388-3288 in advance for a reservation.

- **Setup:** The sponsor coordinates set up of the exhibit and is responsible for providing all necessary materials and supplies to set up the exhibit. Time of set up must be coordinated with the LRC liaison, per the dates specified in this document. All exhibits should include an explanation or description and the name of the responsible person or group. All exhibits must be set up with as little interference as possible to the daily operations of the LRC.

- **Removal:** The sponsor coordinates removal of the exhibit and is responsible for providing all necessary materials and supplies to remove the exhibit. Time of removal must be coordinated with the LRC liaison, and must be no later than the dates specified in this document. All exhibits must be removed with as little interference as possible to the daily operations of the LRC. Items left in the LRC 120 days after the removal date specified in this document become the property of the LRC.

III. EXHIBIT CRITERIA

- **Restrictions:** All exhibits must conform to the space restrictions of the display areas. No exhibits will be displayed on the walls. Work that is fragile will not be accepted.

- **Description:** The sponsor will be responsible for providing a statement of theme or description of the exhibit, and/or a relevant biographical sketch of the exhibit contributor(s). The statement must include the name(s) of the sponsor. The entire statement must fit in an 8 ½” by 11” LRC sign frame. The statement must be provided at least one week before the exhibit’s opening.

- **Viewing:** Exhibit areas of the LRC are open to the public during its regular operating hours.

IV. LIABILITY

- **Responsibility:** The San Diego Community College District and San Diego City College LRC accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display are done so at risk to the sponsor and contributors.

- **Damages:** Damages to the premises, equipment or furnishings as a result of this exhibit will be charged to the sponsor and the individual or group responsible.

- **Contributors:** All parties who have contributed items to this exhibit agree to be bound by the guidelines contained herein and are required to sign this form, which releases the LRC and San
Diego Community College District from any responsibility for exhibited items and other liability including physical injury.

- **Sponsor:** The sponsor agrees to be bound by the guidelines contained herein and is required to sign this form, which releases the LRC, San Diego City College and the San Diego Community College District from any responsibility for the exhibited items or other liability including, but not limited to, physical injury.

Your signature indicates that you have read and agree to these guidelines.

**Sponsor Information:**

Print Name: __________________ Signature: ___________________________ Date________

**Contributors to Exhibit:**

Print Name: __________________ Signature: ___________________________ Date________
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