

## **CLASSROOM PANEL POLICY**

PBAA provides panels in the classroom area of Manley Art Center for members to rent and display their art.

A rental fee of \$25.00 for 2 months is payable to PBAA before a panel can be reserved. No refund if panel is not used, however original renter can allow another member artist to use it or sub-let the panel. Members can also share a panel.

Reserved panels must be recorded in the Classroom Panel Notebook with name of the member and marked PAID on the panel # under the months reserved. This insures a panel is available to be reserved for that rental period.

Panels are numbered 1 - 7 in the upper left corner of each panel. # 1 is closest to the TV and # 7 is reserved for the General Meeting demo artist.

Rental periods are as follows: (JAN-FEB) (MAR-APR) (MAY-JUN) (JUL-AUG) (SEPT-OCT) (NOV-DEC) Panel rental is for 2 months every 4 months (2 months on - 2 months off) EXCEPTION: If there are available (unrented) panels by the last week prior to the rental period, any member regardless of when they last rented a panel may again reserve any available (unrented) panel.

Change out day is the first Monday of the rental period between 11 am - 1 pm (Same as gallery change out day). Bring art and fill out the sign in/sign out inventory sheet with the Hold Harmless Clause at the bottom SIGNED.

Art should be properly prepared for secure hanging. Labeling includes: name, title, medium and price on art for proper identification. For pottery and other items that cannot be hung, the artist must provide their own shelving. Proper framing, hanging and setting up the display is the responsibility of the member artist. Price of art must be visible.

If items are sold from the Classroom Panels, the artist receives 100% profit from the sale. Payment for art sold will generally be made monthly at the end of the month.

Hosting the gallery is encouraged one day of your rental period and will be greatly appreciated.

**Revised: 3/1/2018**