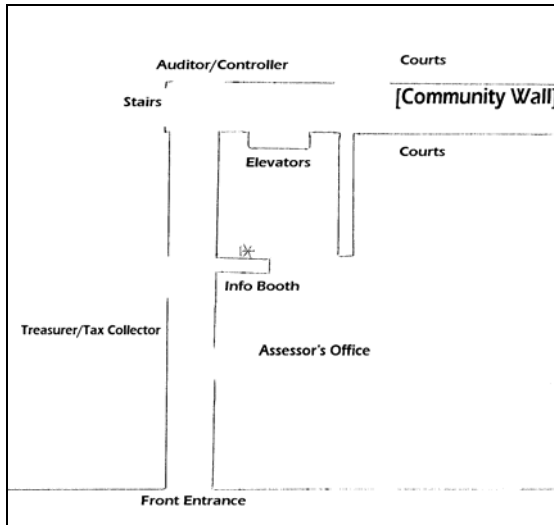


COMMUNITY WALL

1. Use of the Community Wall for **ART EXHIBITS** is limited to community organizations, individuals are not eligible.
2. Reservations for exhibit must be made in advance through the Cultural Council of Santa Cruz County. Please call 475-9600, x10 Monday-Thursday.
3. Duration of show is 1 month unless other arrangements have been made with the Cultural Council.*
4. Space is approximately 35' long x 8.5' high and is located at the very end of 1st floor hallway (see diagram). A sign clearly indicates the exact location.



5. Artwork must be appropriate for public viewing of all ages.**
6. The community group is responsible for hanging and removing their own artwork and for all materials necessary for installation including ladder and S-hooks.

Note: All artwork must be hung from S-hooks on the upper railing using heavy-duty fishing line if framed or heavy. Unframed or lighter work (and labels) may be hung with easily removable double-sided foam tape or squares, museum putty or poster tape. **It is important that the wall is not damaged and all tape is thoroughly removed after the show.**

Become familiar with space and hanging requirements prior to the day of installation.

All work must be removed by the last weekday day of the month as the next show will be installed on the 1st day of the following month (except weekends).

Receptions – Any receptions must be arranged through the Cultural Council, but are otherwise the community group’s responsibility. Receptions are usually scheduled for a Friday from 5pm – 7pm (set-up 4:30pm and lockup at 7:30pm)

Note: Please **notify the Cultural Council at least 2 weeks in advance** if a reception is planned so that the Cultural Council can submit your request to the County General Services Department. Your reservation request covers the hallway space in front of the Community Wall and includes custodial services to turn off lights and lock front doors after event. You may set up your own table in front of the Community Wall and serve food and non-alcoholic drinks. **Everything must be cleaned up and removed by 7:30pm.** Please direct all questions about the reception to the Cultural Council before the Friday of the reception.

* The months of March and April are unavailable for exhibits as they are reserved for the County.

** The County Government Building is “Neutral Ground”-- religious or political subjects, nudity and violence are not acceptable.