

GALLERY 44 CENTRE FOR CONTEMPORARY PHOTOGRAPHY

NEW MEMBERS' PACKAGE

Mandate

Gallery 44 Centre for Contemporary Photography is a charitable, non-profit, artist-run centre committed to supporting multi-faceted approaches to photography and lens-based media. Founded in 1979 to establish a supportive environment for the development of artistic practice, Gallery 44's mandate is to provide a context for meaningful reflection and dialogue on contemporary photography.

Gallery 44 is committed to programs that reflect the continuously changing definition of photography by presenting a wide range of practices that engage timely and critical explorations of the medium. Through exhibitions, public engagement, education programs and production facilities our objective is to explore the artistic, cultural, historic, social and political implications of the image in our ever-expanding visual world.



Mission

- To exhibit challenging and dynamic contemporary photography and related media by diverse artists
- To support emerging practices
- To support artistic production and dissemination
- To provide innovative arts education for youth throughout the Greater Toronto Area
- To promote the active exchange of artistic ideas and broaden public engagement with contemporary photography
- To sustain inclusive, accessible and community-forward programming, administration and governance strategies

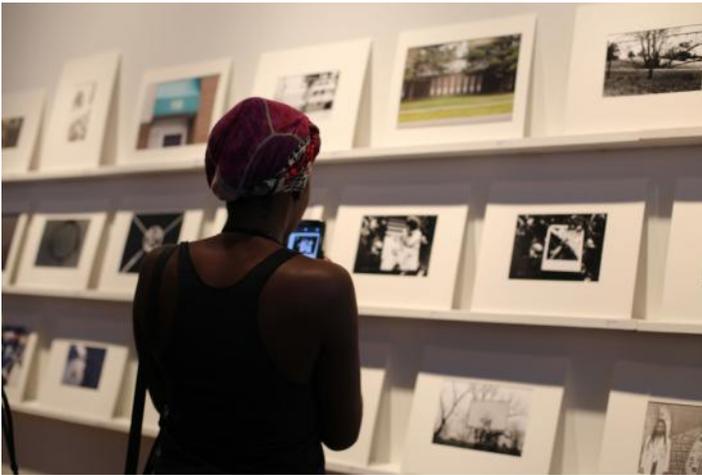
Gallery 44's principle artistic activities are:

- programming exhibitions
- publishing critical writing through our exhibition brochures, catalogues and other publications
- hosting artist talks, panel discussions, performances and other forms of public programming
- maintaining affordable production facilities to support artistic production
- housing a Resource Centre to support research on contemporary Canadian photography
- providing professional skill development for artists through specialized workshops
- providing exhibition spaces for members
- providing earning opportunities for artists through teaching in our education programs
- providing specialized education programs for elementary and secondary school students, and youth from underserved communities
- mentoring young artists through special programs

History and Current Role

Gallery 44 was founded in 1979 by a small group of artists in need of production facilities who joined together to share darkroom and studio space. Forming a collective was an important first step in making facilities affordable and in creating a supportive community of artists with common goals. In 1980, the collective began mounting exhibitions and in 1981 began offering photography workshops.

Gallery 44 moved from its original location on Niagara Street to Bathurst Street in 1986, where both the production and exhibition facilities were expanded to serve a growing membership. Due to a severe lack of photographic education in elementary and secondary schools, Gallery 44 began its Education in the Schools program in 1987. In 1994, Gallery 44 moved to 401 Richmond St. W. to improve the centre's exhibition and production facilities and to widen its audience through a more centralized location.



The main floor of our space currently includes the administrative office, main gallery and adjacent vitrines gallery that host our seven annual exhibitions and our Members' Gallery, which exclusively showcases the work of our members. Gallery 44's 2,673 square foot, accessible facilities are located in the basement of 401 and include darkrooms, a shooting studio, scanning lab, wide format digital printing, print finishing area, resource library, and the Production Gallery which highlights works produced in our facilities.

Throughout its history Gallery 44 has prioritized equitable access by breaking down barriers to the arts for artists, audiences and youth. We do so by programming outside of the downtown core, collaborating with numerous community partners both within and outside of our sector, supporting artistic experimentation and risk-taking and providing accessible public programs and production support to emerging practitioners, diverse artists and young people from across the GTA. Gallery 44's partners include: [ImagineNATIVE](#), [Images Festival](#), [Scotiabank CONTACT Photography Festival](#), [Toronto District School Board](#), [OCAD University](#), [Trinity Square Video](#), [NIA Centre for the Arts](#), [Tangled Art + Disability](#) and many more.

While Gallery 44 continues to develop and evolve we have remained committed to our history as an artist-run centre, which in part relates to fostering collaborative decision-making and the sharing of leadership roles. Retaining the spirit of an artist-run centre, members, Board and staff work together to develop and implement programs that highlight unique artistic practices, engage a wide audience and increase the access to and understanding of image-based practices.

Gallery 44 supports over 400 artist members through affordable access to analogue and digital facilities and various professional development opportunities, including conceptual and technical workshops, portfolio reviews and mentorships. Gallery 44 continues to serve an important role in the larger arts community by supporting:

- emerging artists through such annual programs as *Proof*, *OUTREACH*, *Darkroom Club*, *CameraLinks* and *CameraReach*
- Canadian and international artists and curators through dynamic exhibitions and residencies
- diverse audiences through public programs such as talks, tours, discussions, screenings, writing groups and performances

- writers in every stage of their careers through our vital and prolific publishing program

STRUCTURE

Gallery 44 is a non-profit artist-run centre and a registered charity that remains committed to the principles of artist-run culture by sharing leadership roles and encouraging artists to effect change within the organization. Gallery 44 is led by a staff of five with support from members who serve on G44's active committees (Exhibition, Education, Special Events & Fundraising, Membership & Facilities).

The Board

Gallery 44 is governed by a Board of Directors consisting of seven elected G44 members and two appointed community members. Legally and fiscally responsible for Gallery 44's operations, the Board ensures that Gallery 44's finances and governance practices are professionally maintained, and that our activities are consistent with the mandate and objectives outlined above. To support these goals, a Board member serves on each of the Gallery's programming and administration committees. As committee liaisons, Board members report on key activities to the full Board. Board members attend monthly meetings to discuss policy issues and to oversee all aspects of the Gallery's operations in order to ensure accountability, transparency and sustainable programming and administration practices.

Committees

Gallery 44's committees include: Exhibition Programming (EPC), Education, Fundraising, Membership & Facilities, Advisory, HR, Governance & Nominating and Financial. Staff and committee members work together to advance Gallery 44's mission, help implement decisions and to ensure good communication between staff and members. A call for members to join committees takes place once a year (usually January). Committee members serve a two-year term with the option to renew for an additional two years.

Volunteers

One of Gallery 44's greatest strengths has been the energy and commitment of our members. As described above, artist-members like you, help support our programming and help shape the future of the organization. Members also form our core volunteer base. As part of their membership agreement, members commit three volunteer hours per month on one or more of Gallery 44's committees, by assisting with events or other gallery activities.

Annual General Meeting

The AGM is held each February. Members are strongly encouraged to attend in order to elect new board members, approve the audit and vote on important issues. The AGM also provides an opportunity to hear from the staff and Board about past accomplishments and future plans.

Membership Policy

Gallery 44 has several policies that help protect our users and staff while fostering collaboration and programmatic excellence. We encourage all members to thoroughly review the Membership Policy.



EXHIBITION PROGRAMMING

The Exhibition Programming Committee (EPC) works with the Curator to program the exhibitions in Gallery 44's Main Gallery and Vitrines, as well as public programs such as artist talks, lectures and events. The gallery holds an annual [Call for Submissions](#), which is reviewed by the EPC as well as a separate call for submissions for *Proof*, our annual juried exhibition of emerging Canadian photo-based artists. The EPC has seven members: two elected Gallery 44 members, two community members, a representative from the Board, the Executive Director and the Curator of Exhibitions and Public Programs. The Curator oversees all exhibition programs and coordinates the publishing program, which includes exhibition catalogues, the writer-in-residence and various additional publications.

EDUCATION PROGRAMMING

The structure and direction of our education programming is developed by our Curator of Education and Community Outreach through consultation with teachers, visual arts coordinators, arts consultants, students, artists and the Education Programming Committee. Youth Education programs include: [Camerainks](#), [Outreach](#), [Photomagic](#), [Darkroom Club](#), and [CAMERAreach](#) We also offer professional [Workshops](#) or One-on-Ones on analog and digital processes and artistic development.



MEMBERSHIP PROGRAMMING

Bulk Newsletter

The Bulk is a weekly member e-newsletter, which outlines specific opportunities, resources and member news. We encourage members to review the notices carefully as there is often important information included within the Bulk, such as gallery and facilities closures.

Members' Gallery

This space was initiated in 1990 by members to generate discussion around their work. An ongoing call is circulated to all members who are encouraged to apply to show works in the gallery space. Installation, invitations and promotion are generally the responsibility of the artist.

Production Gallery

First opened September 2015, this basement hallway space features two to three shows annually. The intention of this space is to showcase works produced in G44's facilities.

365

Annual non-juried exhibition of new work from members held in the main space in July.

Salon 44 Fundraiser

Held in March, *Salon 44* is Gallery 44's annual fundraising exhibition in support of our education and exhibition programs. Representing the best in Canadian photography, Salon 44 brings

together an incredible collection of over 100 established and emerging artists with works priced for both new and seasoned collectors alike. The success of this event heavily relies on members volunteering, promoting the event and selling raffle tickets.

[Members' Profiles on G44 Website](#)

Gallery 44's website features a section for members to build profiles for themselves. These profiles include a photo gallery, links, biography, CV and more.

[Production Studio](#)

We currently house two group darkrooms, the Members' Darkroom for members who bring their own equipment and rent space on a monthly basis, and the Teaching Darkroom in which Gallery 44 provides equipment that can be rented on an hourly basis. The Teaching Darkroom is also used for teaching workshops, CameraReach, OUTREACH and PhotoMagic. Gallery 44 has a 350 square foot studio space that doubles as a classroom for workshops. We have two scanning stations, the Imacon 949 and Epson V700. In addition, our production facilities include a print finishing area, dry-mount press, mat cutter, copy-stand and rental lockers for storage. Gallery 44 rents equipment to our membership including three digital camera kits (Hasselblad H3DII-31 DSLR, Nikon D800 and Canon EOS D5 Mark II), a variety of film cameras, Bowens strobe sets, tungsten lighting and a variety of accessories.



To support the maintenance of these facilities, one to two members act as darkroom and technical monitors in exchange for free/discounted facilities access.

Facilities Orientations

Facilities orientations are scheduled approximately once per month. There are three orientations: Darkroom (paired with PPR), Rental Equipment, and Scanner. Members must attend an orientation before they can gain access to equipment.

[Digital Printing Services](#)

We have a 44" HP Designjet inkjet printer. Media and printing services by a professional technician are supplied by Gallery 44, files simply need to be dropped off at the front desk. Rates for printing services start at \$8.40/sq. Ft, and you receive a free test strip.

Framing Services

Wholesale frames and supplies from supplier Larson-Juhl are available to order through the Head of Membership. Sample mats and moldings are available under the mat cutter.

[Member Activities](#)

The Membership Committee programs additional activities such as darkroom printing parties, field trips, directed residencies, free workshops and bi-monthly portfolio review events, Folio Forum and Sip n' Crit. Check the Bulk for dates.

Resource Centre

Gallery 44 maintains a Resource Centre open for use by our members, which houses numerous materials focused on photography. Resource Centre materials include books and periodicals, files on our exhibition history, as well as our brochures and publications.

Anti-Racism, Access & Equity

Gallery 44 expects all members, staff and Board members to adhere to our Anti-Racism, Access and Equity Policy. We are committed to ensuring Gallery 44 is an equitable, accessible and inclusive organization. Concerns regarding misconduct should be brought to the immediate attention of the Executive Director, Board President and/or Head of Membership & Facilities.

MEMBERSHIP OPTIONS

All memberships are renewed on October 1st. New members pay a prorated fee. New full members need to pay a \$45 deposit for their key cards.

FULL Membership (\$180/year): This membership provides 24-hour access, seven days a week, to Gallery 44's production facilities. FULL members receive all community privileges.

DAY Membership (\$94/year): This membership provides access to Gallery 44's production facilities during Gallery 44's office hours only, Tuesday to Saturday, from 11 am to 5 pm. DAY members receive all community privileges.



STUDENT (With ID and Course Schedule) Discounts: \$125/year for FULL membership or **\$63/year** for DAY membership.

SENIOR (65+, with ID) Discounts: \$125/year for FULL membership or **\$63/year** for DAY membership.

Community Privileges:

- Access to all of Gallery 44's production facilities and equipment
- A variety of exhibition and curation opportunities in the Members' Gallery and Production Gallery
- Voting privileges at the Annual General Meeting and opportunity to run for a position on committees and the Board of Directors
- Participation in Gallery 44's annual members' exhibition
- Member exclusive events including portfolio reviews, trips and free workshops
- Discounts on G44 workshops, and photo-related discounts at various retail outlets
- Members newsletter which includes updates on volunteer and programming opportunities, discounts and community news
- Inclusion within a supportive community of artists

SAFETY AND ACCESSIBILITY

Your safety is very important to us. Please let the Head of Membership and Facilities know if you require specific support or assistance during emergencies such as building evacuations. Be sure to familiarize yourself with the location of all health and safety resources and procedures.

Important Health and Safety resources

(located by the basement entrance unless noted otherwise)

- Health and Safety/MSDS Binder – MSDS information for all chemistry used at Gallery 44, Emergency Procedures, and Product Identifier Labels for labeling your chemistry
- Health Hazards Binder - information about potential darkroom and chemistry hazards
- All About Gallery 44 Binder – information about our organization, including Emergency Procedures
- Personal Protective Equipment (PPE) – includes goggles, gloves, and PVC aprons for emergency use
- First Aid Kit
- Spill Kit – for cleaning up dangerous or large chemical spill
- Fire Extinguishers at the entrance to the basement facilities, in the darkroom hallway and on the support beam outside of the scanning room
- The Eyewash Station is located next to the archival print washing station, around the corner from the kitchen.
- The Darkroom Ventilation switch is on the wall at the entrance to the darkroom hallway.
- A flashlight is mounted to the wall outside of the film loading room.

Procedures

- Fire Alarm: Leave the building and move 50 metres away. Do not jay walk.
- Fire: Pull the nearest fire alarm. If you cannot control the fire with an extinguisher, leave the building immediately and call 911.
- Flood: In the case of a flood, contact Building Security for flooding inside the building. For street-level flooding, call 311.
- Chemical Spill: Instructions on how to deal with chemical spills are detailed in the Emergency Procedures, located in the Health and Safety and All About G44 resource binders. Protect yourself with the appropriate PPE (goggles, apron, gloves) and use the spill kit to prevent spilled chemistry from entering the waterway. If Fixer, volatile or unknown chemistry enters the waterway, report the spill to the Ministry of the Environment and Toronto Water. All spills must be immediately reported to G44 staff.

Safety Phone Numbers

Fire – Ambulance – Police	911
Ontario Poison Centre	1-800-268-9017
Municipal Services	311
Building Security	647-668-5511
Emergency G44 Staff Numbers	416-523-9957 and 416-795-4645

CONTACTS

MEMBERSHIP AND FACILITIES COMMITTEE

You can contact the MFC with any questions, concerns or suggestions regarding any aspect of G44 or your membership.

Email: mfc@gallery44.org

STAFF

Executive Director – Alana Traficante

Contact: 416-979-3941 ext. 5 – alana@gallery44.org

Committees: Exhibitions, Finance, Advisory, Human Resources, Governance and Nominating

Role: The Executive Director works with the Board of Directors to oversee every aspect of our centre. As chief administrator, she is responsible for internal and external communications,

finances, personnel, and acting as community liaison. In her role as Director she helps facilitate the vision of the membership in terms of programming, community building, and financial stability.

Head of Membership and Facilities – Darren Rigo

Contact: 416-979-3941 ext. 1 – darren@gallery44.org

Committees: Membership & Facilities

Role: The Head of Membership works with the Director and the Membership Committee to program membership-focused events, curate exhibitions in the Members' and Production galleries and maintain the equipment and facilities at Gallery 44.

Head of Education and Community Outreach – Leila Fatemi

Committees: Education

Contact: 416-979-3941 ext. 2 – Ifatemi@gallery44.org

Role: The Curator of Education works with the Director and the Education Committee to plan and implement education programs including our photography in the school programs, special education programs and workshops.

Curator of Exhibitions and Public Programs – Heather Rigg

Committees: Exhibitions

Contact: 416-979-3941 ext. 3 – heather@gallery44.org

Role: The Curator of Exhibitions and Public Programs works with the Director and the EPC to plan and mount exhibitions, publications and exhibition related programming such as artists' talks and panel discussions.

Head of Communications and Development – Maegan Broadhurst

Contact: 416-979-3941 ext. 4 – maegan@gallery44.org

Committees: Special Events and Fundraising

Role: The Head of Communications and Development works with the Director and Fundraising Committee to implement fundraising initiatives and manage all of the Gallery's communication materials.

CURRENT BOARD

Board members and staff can be contacted through their profiles at gallery44.org/staff-and-board.

Kotama Bouabane, President

Kendra Ainsworth, Treasurer

David Scriven

Shellie Zhang

Brian St. Denis

Sarah Bodri

Jordan Nahmias

Jihee Min

Alexandra Majerus

GALLERY 44 PRICE SHEET

EQUIPMENT/FACILITY RENTAL RATES

Access to rentals, scanning and darkroom is granted after attending relevant orientations.

Item	Hour	Day	Weekend†	Week	Month
Hasselblad H3DII Kit (80mm, 50-110mm)		\$60	\$90	\$180	
Nikon D800 Kit (24-70mm, 50mm)		\$60	\$90	\$180	
Canon 5D MkII Kit (24-70mm)		\$50	\$80	\$150	
Olympus Stylus Epic 35mm Point-and-Shoot		\$10	\$15	\$30	
Nikon F100 35mm Kit		\$10	\$15	\$30	
Mamiya RZ67 Medium Format Kit		\$30	\$45	\$90	
Hasselblad 500C/M Kit		\$30	\$45	\$90	
Toyo 4 x 5 Kit		\$30	\$45	\$90	
Deardorff 8 x 10 Kit		\$30	\$45	\$90	
Bowens Travel Strobe Kit (2 strobe heads)		\$30	\$45	\$90	
Bowens Studio Strobe Kit (3 strobe heads)		\$45	\$65	\$135	
Lowel Tota Tungsten Light Kit		\$20	\$45	\$120	
Individual Lenses		\$18	\$27	\$54	
Nikon SB-910 Flash°		\$18	\$27	\$54	
Pocket Wizard Tranceiver°° (2)		\$18	\$27	\$54	
Gitzo Tripod		\$18	\$27	\$54	
Sekonic L-358 Lightmeter°° (2 kits)		\$18	\$27	\$54	
42" Reflector°°		\$10	\$15	\$30	
EyeOne Monitor Calibrator		\$10	\$15	\$30	
Rode On Camera Microphone		\$10	\$15	\$30	
340 sqft Shooting Studio		\$60			
Full Studio Kit (One Camera, Bowens Studio Kit, Studio)		\$100			
Imacon 949 iMac Station	\$20				
Teaching Darkroom Enlarger Station/UV Box	\$6	\$24			\$120
Members' Darkroom Rental					\$100
Shared Members' Darkroom Rental					\$120

DISPOSABLES PURCHASE RATES

Item	Price
Seamless Backdrop Paper	\$3/linear foot
Mat Cutter Blades	\$0.25 each
Drytac Tissue (160°, 39" wide)	\$5/linear foot
Black Foil (24")	\$3/linear foot
8 x 10" RC Paper (for PPR)	\$1.50/sheet
PrintFile 35mm/120 Neg Holder	\$1/page
Framing Supplies	By donation, suggested \$1/frame
LJ ¼" Clear Framing Spacers	\$2/foot
White Cotton Gloves	\$2.50/pair

STORAGE RENTAL RATES

Item	Price
White or Gray Locker	\$75 per year ¹
Vertical or Horizontal Cubby/Shelf	\$50 per year ¹

Gallery 44 Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your bank account, or charged to your Visa, MasterCard. Just complete and sign this form to get started!

Here’s How Recurring Payments Work:

You authorize regularly scheduled charges to your checking/savings account or credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

Please complete the information below:

I _____ authorize Gallery 44 to charge my credit card indicated below for any amount on the 1st of each Month for payment of my balance due.

Billing Address	Street	
	City	
	Province	
	Postal Code	
Phone Number		
Email		
Credit Card		<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Cardholder Name		
Account Number (last 4 Digits)		
Expiry Date		
CVV		

I understand that this authorization will remain in effect until I cancel it in writing, by email, in person or over the phone, and I agree to notify Gallery 44 in writing, by email, in person or over the phone of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day (Tuesday). In the case of a transaction being rejected for Non Sufficient Funds (NSF) I understand that Gallery 44 may at its discretion attempt to process the charge again within 30 days. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of Canadian law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE: _____

DATE: _____

Member's Agreement

Updated: February 5, 2020

This is an agreement between Gallery 44 (hereafter called the Gallery) and the following Member;

Name		Membership (Full/Day)
Address	City	Postal Code
Home Phone#	Work/Cell #	Email
School	Student Number	

hereafter called the Member

General Policy

1. The Member agrees to read and abide by Gallery 44's Membership Policy, available from the Gallery 44 office, library and website.
2. The Member agrees to pay Gallery 44 the annual membership fee of \$94 for day members, \$180 for full members and any applicable user fees.
3. Reduced rates: Members that are currently enrolled in or have recently graduated from (up to 12 months) a full-time post-secondary educational program are eligible for a reduced Membership fee. A valid student ID card and current course schedule must be provided. Members at or above the age of 65 are eligible for a reduced Membership fee. Valid photo ID with birthdate must be provided.
4. Day Members have access to the facilities only during gallery hours: Tuesday to Saturday, 11 am to 5 pm, or as otherwise posted publicly by the Gallery. Full Members receive passcards with access to the facilities 24 hours a day, 7 days a week. Passcards require a \$45 deposit. Expired passcards must be returned within 1 year of expiry to receive a deposit refund.
5. After using Gallery 44's facilities, the Member is responsible for ensuring that facilities used are restored to the original condition when leaving the Gallery.
6. Members are encouraged to participate in fundraising activities and special events and are encouraged to commit 3 hours of volunteer work for the Gallery per month.
7. The Member is responsible for insurance of personal property, which may be stored at the Gallery. Gallery 44 is not responsible for loss or damage of personal property.
8. The Membership is collectively responsible for general maintenance and upkeep of Gallery 44 facilities and equipment. However, each Member is individually responsible for damages caused solely by the Member, subject to review by the Board of Directors who will determine collective or individual responsibility.
9. The Member is entitled to the following benefits: voting privileges, weekly emails about activities, discounts on Gallery 44 workshops and publications and at various retailers, eligibility to serve on the Board and committees (following at least one year of membership).
10. This Agreement may be terminated by either party on sixty days (2 months) notice. The Member may be notified at any time in writing of any outstanding dues or fees payable by them. If any amounts are not paid within 30 days of such notice, or arrangements made for payment, the Member will no longer be in good standing and will lose their rights as a member. Membership shall terminate if such outstanding dues or fees are not paid within three months.
11. Failure of the Member to comply with Gallery 44 policies, as outlined in Gallery 44's Membership Policy or failure to exhibit cooperative behavior may result in immediate termination of membership in Gallery 44 as per the discretion of the Board of Directors.

I, as the Member, hereby declare that I have read, and understand Gallery 44's Membership Policy and agree to abide by its regulations.

Member Signature: _____ **Date:** _____

Darkroom Production Policy

1. The Member acknowledges that Gallery 44's Darkroom Production Facilities and equipment will be used for projects that conform to Gallery 44's mandate, and are not of a commercial nature.
2. The Member acknowledges and represents that the Member has a full understanding of the appropriate and safe use of chemicals and other materials that the Member brings, or permits to be brought, onto the premises of Gallery 44 for use by the Member in the darkroom or by persons whom the Member invites or permits into the darkroom. All chemicals will be stored in proper containers labeled with their contents, the Member's name, and the date opened; the Member will have read and supply to Gallery 44 relevant MSDS information.
3. The Member further acknowledges that Gallery 44 makes no representation or promise or warranty as to the safe handling of the chemicals or materials that any member of Gallery 44, including the Member, brings, or permits to be brought, onto the premises of Gallery 44.

4. The Member further agrees that the Member alone is liable for the chemicals and materials that they bring, or permits to be brought, onto the premises of Gallery 44. The Member waives as to Gallery 44, together with its employees, directors and officers, all liability, expressed or implied, arising by law, contract or in negligence, for damages or injury connected in any way to the chemicals or other materials, including their use, that any member, including the Member, brings, or permits to be brought, onto the premises of Gallery 44. The Member agrees that this waiver shall be binding upon the Member's heirs, assigns and personal representatives.
5. The Member acknowledges that the Member has attended a Darkroom Orientation and understand procedures and responsibilities when working in Gallery 44's Darkroom Production Facilities. If the Member has not yet attended a Darkroom Orientation prior to signing this Agreement, the Member submits that the Member will not use Gallery 44's Darkroom Production Facilities until having completed and passed the Darkroom Orientation.

I, as the Member, hereby declare that I have read, and understand Gallery 44's Darkroom Production Policy and agree to abide by its regulations.

Member Signature: _____ **Date:** _____

Production/Rentals Policy

1. **Equipment Use** - The Member acknowledges that the use of Gallery 44's rental equipment, including all camera, studio, and computer equipment, will be for projects that conform to Gallery 44's mandate and are not of a commercial nature. The Member is responsible for the legal use of all Gallery 44 equipment and materials.
2. **Condition of Equipment** - The Member takes full responsibility for ensuring that there are no technical faults or problems with the condition or operation of the equipment prior to being removed from the Gallery 44 office. When removed from the Gallery 44 office it will be assumed that equipment is in good condition and is operating properly.
3. **Rental costs** are to be paid in full prior to rental equipment being released to the member.
4. **Insurance** must be purchased under Gallery 44's policy for the use of camera and studio equipment in the amount of 15% of the total rental charge. This charge will automatically be included in the rental cost.
5. **Damaged or loss of equipment** – The Member must complete a technical fault report in the event of any loss, damage or malfunctioning of equipment incurred during a rental. The Member is responsible for all costs incurred by Gallery 44 for the repair or replacement, including any out-of-house rental costs of any equipment lost, stolen or damaged during the rental period. In the event of equipment theft, the member must immediately notify Gallery 44, the Police, and, if appropriate, their insurance company. If Gallery 44 is required to make an insurance claim on behalf of the Member, the Member must pay all costs incurred by Gallery 44, including the total deductible portion of the policy and any amounts not covered under Gallery 44's insurance policy.
6. **Pick-up/returns** – Equipment must be picked up and returned during office hours. Late returns are subject to a minimum charge of 50% of a day rental rate to be determined in the discretion of the Gallery.
7. **Production losses & liability** – Gallery 44 accepts no liability for production losses due to failure of equipment; for liabilities arising from the Member's use of the equipment; for any liabilities arising from the nature of the Member's production; or for any costs of the Member's production.
8. **Crediting** – The Member will include acknowledgement of Gallery 44's support in all promotional and communications materials about exhibitions resulting from Member's use of Gallery 44 equipment.
9. **Orientations** - The Member acknowledges that they have attended the necessary orientations required to rent all equipment and understand the procedures, and responsibilities that are involved with working with said equipment safely and in accordance with the Gallery's requirements. If a Member attends an orientation and fails to use the specific equipment within six months of being oriented, they may be asked to attend a second orientation before being allowed to rent the equipment.
10. **Rental Policy** - To be granted access to equipment rentals you will need to submit the following items:
 - Two pieces of identification including photo ID
 - Proof of Address
 - Two references the Gallery can contact

I, as the Member, hereby declare that I have read and understand Gallery 44's Production/Rentals Policy and agree to abide by its regulations.

Member Signature: _____ **Date:** _____

Photo ID (Drivers Licence etc.) #: _____

Other ID: _____

This agreement is dated: _____

Per Gallery 44 _____

OFFICE USE ONLY 401 Passcard No.: G44 Passcard No.:
