

# **HALSEY INSTITUTE OF CONTEMPORARY ART**

## **at the College of Charleston**

### **Decorum Policy**

#### **MISSION:**

The Halsey Institute of Contemporary Art at the College of Charleston School of the Arts provides a multidisciplinary laboratory for the production, presentation, interpretation, and dissemination of ideas by innovative visual artists from around the world. As a non-collecting museum, we create meaningful interactions between adventurous artists and diverse communities within a context that emphasizes the historical, social, and cultural importance of the art of our time.

#### **BASIC PRINCIPLES of DECORUM:**

- The Halsey Institute endeavors to provide a safe and comfortable learning and entertaining environment for its students, staff, artists, and visitors.
- The Halsey Institute follows all city, county, state, and federal guidelines and laws. The Halsey Institute requires participating students, staff, artists, and visitors to do the same.
- The grounds and buildings at College of Charleston and the Halsey Institute are tobacco-free. Additionally, excessive alcohol consumption, or using, possessing, or being under the influence of illegal drugs is strictly prohibited.
- Firearms and/or weapons of any kind are not allowed on the premises.
- In order to maximize the visitor experience, the use of mobile phones and other electronic devices should be kept to a minimum.

#### **For Halsey Staff and Volunteers:**

- Observe the Halsey Institute's Decorum Policy – BASIC PRINCIPLES
- Provide accurate and timely information, guidance, and direction to students, artists, and other visitors – particularly in cases requiring emergency responses and/or evacuation.
- Make active efforts to engage and work in partnership with existing audiences.
- Treat everyone with civility and honesty.
- Use exhibitions and programming for public benefit – for learning, inspiration, and entertainment.

#### **For Students and Visitors:**

- Observe the Halsey Institute's Decorum Policy – BASIC PRINCIPLES
- Treat everyone with civility and honesty.
- Adhere to the instructions, guidance, and direction of the Halsey Institute representative (Board, staff, or volunteer) during any and all meetings, public or private.
- Follow the guidance and direction of the Halsey Institute representative(s) (Board, staff, or volunteers) – particularly in cases requiring emergency evacuation.
- Take special precautions to not deface, damage, misuse, or steal property at the Halsey Institute, including but not limited to art, wall décor, books, and other materials.
- Comply with all city, county, state, and federal laws as well as applicable College policies, including its policy on the Prohibition of Discrimination and Harassment including Sexual Harassment and Abuse.

**For those in attendance at PUBLIC MEETINGS:** *e.g., events, presentations and occasions; i.e., artist talks, workshops, lectures, etc. when the public is invited to participate.*

- Observe the Halsey Institute's Decorum Policy – BASIC PRINCIPLES

- The moderator for PUBLIC MEETINGS will explain the ground rules for participation at the beginning of each session.
- These ground rules will include but are not limited to:
  - Length of time of participation, generally a two-minute maximum unless otherwise stated,
  - Manner of participation, generally a question or statement addressing the stated topic and or the current exhibition unless otherwise stated and;
  - Frequency of participation, generally once unless follow-up questions/comments require clarification as determined by the moderator.
  - Avoid all disruptive behaviors.

*Failure to comply with these guidelines may subject the patron(s) or visitor(s) to removal from the premises and/or suspension of facility visitation privileges. Continuous violations of this departmental policy will be reviewed by the Director of the Halsey or his/her designee for consideration of extended privilege restrictions with advice and consent from the Halsey Institute Advisory Board.*

**Approved by the Halsey Institute of Contemporary Art Advisory Board on:**

(Date) 5/20, 2019

(Signature) Patricia Votava BOARD PRESIDENT

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**Notice of Non-Discrimination**

The College of Charleston is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of age, race, color, religion, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, veterans' status, genetic information, disability or other category protected by applicable law in its educational programs and activities, employment or admissions. The College of Charleston also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination.

The Office of Equal Opportunity Programs maintains additional information and policies related to the prohibition of discrimination, harassment, and sexual misconduct as well as access and equity at: <http://eop.cofc.edu/index.php>. Inquiries regarding the College of Charleston's non-discrimination policies, complaints of discrimination or harassment, or assistance in obtaining reasonable accommodations because of disability or for medical needs arising from pregnancy, childbirth, or related medical conditions may be directed to the Director of the Office of Equal Opportunity Programs at: 66 George Street, Charleston, SC 29424, 843-953-5754, [eop@cofc.edu](mailto:eop@cofc.edu).

Questions about Title IX may be directed to the College of Charleston's Title IX Coordinator or the Deputy Title IX Coordinators in the Office of Equal Opportunity Programs at: 66 George Street, Charleston, SC 29424, 843-953-5754, [eop@cofc.edu](mailto:eop@cofc.edu) or to the Assistant Secretary for the Office of Civil Rights at the U.S. Department of Education.