

## [ DOT, October 12, 1994 ]

### **RULES AND REGULATIONS TO GOVERN THE ACCREDITATION OF GALLERY**

Pursuant to the provisions of Executive Order No. 120 the following Rules and Regulations are hereby promulgated to Govern the Accreditation of Gallery.

#### **Chapter I**

**SECTION 1. Definition of Terms** - When used in these rules, the following terms shall, unless the context otherwise indicates, have the following meaning:

- a. **Gallery** - is any establishment that has a formal space for exhibition of paintings, sculptures, prints, photographs, potteries and mixed media works.
- b. **Department** - The Department of Tourism.
- c. **Accreditation** - A certification issued by the Department that the holder is recognized by the Department as having complied with its minimum standards in the operation of the establishment concerned.

#### **Chapter II**

##### **Standard Requirements for a Gallery**

**SECTION 2. Minimum Requirements** - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of gallery:

##### **a. Location**

- 1. The gallery shall be located in a commercial district with pleasant, formal atmosphere,
- 2. It shall be characterized by a fixed space for proper display of art works and shall be used exclusively for gallery business.

##### **b. Maintenance**

- 1. All sections of the gallery shall be properly maintained and kept clean at all times.
- 2. The paintings and other art works on exhibit or on display shall be properly lighted and labeled.
- 3. The gallery shall be properly secured.

##### **c. Membership**

It shall be a member of the National Commission on Culture and the Arts (NCCA) - Committee on Independent Art Galleries (CIAG).

#### **d. Reception**

1. A well informed gallery staff shall be available to usher the patrons/guests and a curator shall be present during an exhibition.
2. A logbook/registry of guests shall be provided.

#### **e. Parking Area**

An adequate parking space for patron/guests shall be made available except establishments located along a main street/commercial district where no available parking space or limited parking area is available other than the roadside.

#### **f. Fire fighting facilities**

Fire-fighting facilities shall be provided in accordance with the Fire Code of the Philippines.

### **Chapter III**

#### **General Rules on the Operation and Maintenance of Gallery**

##### **SECTION 3. Prohibited Acts and Practices -**

- a. No pets or animals shall be allowed within the premises.
- b. All forms of gambling, drunkenness or disorderly conduct of any kind shall be prohibited in the establishment and within its immediate premises.
- c. Administrator or operators shall exert all possible efforts to prevent any person whom they know or have reason to believe to be either a prostitute, pedophile or of questionable character to use the establishment for purposes of immoral/illegal activities. They shall immediately report to the nearest police station the presence in the premises of any such person.
- d. Administrators/operators shall ascertain that the art works on exhibit or on display are authentic and if acquired from other sources, said acquisition must be legitimate and not violative of any law relating to said transaction/acquisition.

### **Chapter IV**

#### **Application for Accreditation**

**SECTION 4. Filing of Application** - Any gallery operator whether partnership, corporation or other entity desiring to secure an accreditation from the Department shall accomplish in duplicate and file with the Department, the application prescribed for such purpose.

**SECTION 5. Supporting Documents to be Submitted with Application** - Unless otherwise indicated in the form, the application shall be accompanied by two copies of the following documents:

- a. In the case of corporation or partnership, a certified true copy of the Articles of Incorporation, its by-laws, or Articles of Partnership and amendments thereof, duly registered with the Securities and Exchange Commission, and Business Name