

CITY OF SUNSET VALLEY GUIDELINES FOR DISPLAY OF ART IN PUBLIC PLACES

PURPOSE

The purpose of these Guidelines for Display of Art in Public Places is to showcase local artistic endeavors and to encourage public education, dialogue, understanding and enjoyment of visual art.

GOALS OF CREATING ART IN PUBLIC PLACES

Use the display of public works of art to further the community's sense of civic pride.

Use the display of public works of art as an educational opportunity for the public, as well as other artists in the community and beyond.

Contribute to cultural tourism

Support Cultural diversity through art

Make art accessible to all individuals, including those with special needs

POLICY

The City of Sunset Valley respects freedom of expression in visual art. However, the public places where visual art may be displayed under these guidelines (the "Public Places") do not function as a gallery or museum.. Display of artwork in Public Places does not create a public forum.

DEFINITIONS

Art in Public Places means any visual work of art displayed for two weeks or more on City property that is accessible for viewing by the public.

Work of Art includes but is not limited to a sculpture, water feature, monument, mural, fresco, relief, painting, photograph, and glass and environmental installation. Work of Art would not normally include landscaping, paving, architectural ornamentation, or signs.

EXHIBITION LOCATIONS AND LIMITATIONS

Art in Public Places projects may occur in, at, or near public buildings, parks, and open spaces. These may be sites which are planned for development, under development or existing sites where construction is complete.

The Commission may suggest potential sites for Art in Public Places projects.

The areas where art may be displayed are:

- a. Interior City Buildings and surrounding exterior spaces
- b. City-owned Properties, including greenspaces and parks
- c. Trail System, City Right-of-Ways and Infrastructure
- d. Spaces in collaboration with community business partners

The Public Places located within public buildings are generally open to the public Monday through Friday, from 8:00 a.m. to 5:00 p.m. Art displayed in public areas of City offices shall be appropriate to an office setting and for viewing by the public, City employees and citizens transacting business in the buildings.

SELECTION AND ELIGIBILITY

Exhibition is by arrangement with the Sunset Valley Arts Commission. The Commission may invite organizations or individuals to submit a proposal for an exhibition in the Public Places.

An organization or individual that wants to display an exhibition in one or more of the Public Places must submit a proposal to the Commission. The proposal shall be filed with the City Secretary. A proposal for an exhibition shall include images of the artwork to be exhibited, information about the individual artists, a proposed layout, and proposed installation methods.

The Commission shall review each proposal, and shall send the offer or written notice of acceptance, modification, or rejection of the proposal. The City Administrator shall review and approve proposed installation methods. The Commission's acceptance letter will include proposed exhibition dates and approved installation methods.

The Art in Public Places Panel shall maintain the following general guidelines regarding the methods of artist/artwork selection which may be employed for a particular project:

1. Open Entry Competition. Any artist is eligible to enter, with recognition of the

possible residency requirements. The site and prospectus are appropriately advertised. Artists may be asked to submit images of their past work, resumes, and letters of intent related to the specific project or specific proposals for the project under review.

2. Limited Entry Competition. The jury invites a limited number of artists to participate in the selection process. The artists selected may be asked to submit slides of past work or proposals based on the project prospectus. The names of the artists invited to participate shall be publicly announced upon receipt of written acceptance of the invitation.

3. Direct selection of an Artist(s). An artist is invited to participate in the project and may be asked to develop a proposal for the project. If desired, a team of several artists may be put together.

4. Direct Purchase of an Existing Artwork. A completed work of art is purchased. No more than ten percent of the cost of the work may go toward a dealer or agent.

5. Pre-Qualified Artist Pool. The Art in Public Places Panel shall establish, and the AIPP Program Manager shall maintain, a Pre-Qualified Artist Pool for all artists interested in being considered for commissions through the Art in Public Places Program.

ART SELECTION CRITERIA

The criteria listed below may be used for evaluating the artist's qualifications, proposed processes and project ideas.

Stimulate Excellence in Public Arts:

- Is the artist's submission, previous work and/or proposed idea engaging and high quality in concept and construction?
- Is the quality of the artist's previous work comparable to other artwork commissioned/purchased by the City?
- Is the proposed idea unique, one-of-a-kind or part of a limited edition?
- Is the artist overrepresented in the City?
- Does the artist have a significant or engaging body of work?
- Does the artist have experience in comparable projects?

Enhance Community Identity and Place:

- Is the artist familiar with the community or setting and its characteristics, including history, identity, geography and cultures?
- Has the artist's previous work been appropriate to the community or setting and the above characteristics?
- Do the proposed ideas reflect the community or setting and the above characteristics?
- Are the proposed ideas integrated into the site design?
- Does the artist's project or proposed idea create or improve attachment to place?

Contribute to Community Vitality:

- Do the artist's previous projects or proposed ideas have the potential to attract visitors as well as residents?
- Does the artist's previous work or proposed process build a collective capacity and cooperation between the private and public sectors, artists, arts organizations and community members?
- Does the artist's proposed ideas or process engage community partners to build support for public art and encourage a healthy and productive community?

Value Artists and Artistic processes:

- Does the artist have a unique or appropriate cultural, geographic or artistic perspective?
- Will the proposed project or process nurture an emerging artist?
- Does the budget demonstrate appropriate support for the artist and the artistic process?

Use Resources Wisely:

- Is the artist's previous work or proposed project sustainable, secure and technically feasible?
- Has the artist's previous work been within the timeline and budget and is the artist able to work within the City's timeline and budget?

TERMS OF LOAN AND LOAN AGREEMENT

The artwork in an exhibition shall be on loan to the City by the artist or organization

at no cost to the City. The individual or organization lending the artwork is responsible for the cost of delivery and installation of the artwork. Installation must conform to the plans approved by the Commission and the Building Official. The Commission shall decide the placement or arrangement of pieces. Artwork submitted in an electronic format may be displayed without the audio portion, if any, at the discretion of the City Administrator, and as necessary to conduct business in the Public Places.

Artwork displayed at one or more of the Public Places during an exhibition shall remain in place until the conclusion of the exhibition, unless the Commission approves earlier removal. The organization or artist lending artwork for an exhibition in one or more of the Public Places must provide a suitable replacement, subject to the Commission's approval, for artwork removed from an exhibition before its conclusion. The Commission's approval may not be unreasonably withheld.

Each organization or artist lending art for exhibition at one or more of the Public Places shall submit a completed loan agreement to the Commission by filing the same with the City Secretary. The terms of these guidelines are incorporated as part of the loan agreement.

EXHIBITION SCHEDULING

The Commission may reschedule or cancel an exhibition at the Commission's discretion at any time before the start date of the exhibition. The City is not responsible for any expense incurred by the organization or artist lending the artwork related to a rescheduled or cancelled exhibition. The Commission may cancel an exhibition on display if the Commission determines the cancellation is necessary to protect the artwork or due to unexpected building use. The Commission may not cancel an exhibition to make room for a different, unscheduled exhibition. The City Administrator may cancel an exhibition due to an unexpected building use.

REQUIRED DOCUMENTATION

Not later than the 30th day before the date of a scheduled exhibition, the organization or artist lending the artwork must provide the Commission:

- a. A completed loan agreement;
- b. An inventory of work to be exhibited, including the following: information for each piece: the name of the artist, title, media, dimensions, and insurance value;
- c. A written statement describing the exhibition as the basis for a press release, if any, by the City;
- d. Request for a reception, if applicable; and

- e. A certificate of insurance providing coverage for damage to the art up to the value of the art, naming the City as an additional insured.

The Commission may cancel an exhibition if the organization or artist lending the artwork fails to submit the required information on or before the due date. The Commission may not permit installation of an exhibition if the lender has not submitted the required information on or before the date the exhibition is scheduled to begin.

DELIVERY, INSTALLATION, AND DE-INSTALLATION

The organization or artist lending the artwork shall deliver the artwork for an exhibition and all related components, including stands, descriptive summary, and other informational material as required in the loan agreement on the date specified in the loan agreement. All two-dimensional artwork submitted must be framed or mounted and ready to hang. All three-dimensional artwork submitted must be self-supporting or include a stand. Art presented in an electronic media must be accompanied by appropriate audio and video equipment.

The organization or artist lending the artwork shall install and dismantle the exhibition under the City's supervision.

The Commission may allow or require artwork to be removed and replaced by the artist at specified times during an exhibition. The same guidelines apply to artwork removed and replaced during an exhibition as apply to the original installation or dismantling of an exhibition.

GUIDED TOURS

The Commission may allow guided tours of an exhibition during regular business hours or at other times approved by the City Administrator or designee. If guided tours are permitted, the tours guides shall be trained to conduct the tours in such manner to minimize disruption of City business. The organization or artist lending the artwork on exhibit shall provide written material for use by the tour guides describing the artwork on display, including information about the artist.

RECEPTION

City Hall may be used for private functions. The City and the organization or artist lending the artwork may co-host a reception on a date and at a time approved by the City Administrator or designee. All expenses for a reception must be paid by the organization or artist lending the artwork.

To request that the City co-host a reception, the lender must make a written request to the Commission and the City Administrator, or designee, at the time the signed loan agreement is submitted, but not later than the 30th day before the beginning of the exhibition. No alcoholic beverages may be served, except with the prior written permission of the City Administrator in compliance with the building use guidelines for the Public Places. The organization or artist is responsible for the cost of preparation, including set-up, and clean up after the reception. The lender shall sign any agreements required by the City related to co-hosting the event.

SALES

Artwork on display at the Public Places may be for sale by the organization or artist loaning the material provided that any artwork sold remains on display until the conclusion of the exhibition. However, earlier removal may be approved by the Commission.

The lender is responsible for all aspects of a sale transaction on artwork on display at the Public Places. Information on how to contact the lender to purchase artwork may be included on the descriptive label for the artwork, and in supplementary sales material provided at the sole expense of the lender. The Commission must approve any supplementary sales material and the location and display of the material.

The City of Sunset Valley does not receive a commission on or compensation from the sale of artwork exhibited at the Public Places.

INSURANCE

The City will take every reasonable precaution to secure the safety of artwork on loan to the City, but is not responsible for damage or theft. The organization or artist lending the artwork shall be required to carry insurance naming the City as an additional insured and assumes all risk of damage or theft to the artwork.

POLICY APPROVED 02-15-2022