

Rambling River Center's Artwork Display Policy

I. Purpose

The purpose of developing this policy is to clarify what artwork may be displayed in the interior of the Rambling River Center building. Since public artwork is a cultural reflection of a community and its people, it is important that a policy and procedures be in place for the acceptance of temporary artwork to be displayed in the Rambling River Center.

The purpose of developing an artwork policy includes:

1. The acceptance/selection of temporarily loaned artwork
2. The placement or site selection of where the artwork will be displayed
3. The installation method and maintenance of the artwork being displayed
4. Removal or decommissioning of the artwork

The City's intention with this policy is to create a limited public forum for the display of artwork that meet's the City's standards for artwork that is appropriate to be displayed in the community, as set forth in this policy, particularly because such artwork will be viewed by children and City employees.

II. Definitions

For the purposes of clarifying key words in this policy, the following definitions are being used:

Interior Wall – Any wall area inside the rooms and hallways of the interior of the building.

Empire Room – Classroom space located off of hallway on the Oak Street entrance to the building. .

Banquet Room – Large event room located in the northern area of the building.

Nicolai Board Room – Conference room located in the middle of the building.

Administration Hallway - Hallway located by the Empire Room, Oak Street entrance and Nicolai Board Room

Banquet Hallway – Hallway located just to the south of the banquet room and providing access to the banquet room and kitchenette room. The northeast parking lot entrance is also located in this hallway.

Artwork – Includes any form of art that is intended to enrich the public environment for both residents and visitors. Artwork includes: sculptures, murals, paintings, graphic arts, mosaics, photography, crafts, mixed media, drawings and environmental works.

Buildings and Grounds Sub-Committee – Ad Hoc Committee established to make recommendations to the Rambling River Center concerning the interior and exterior building décor.

Rambling River Center Advisory Board – Appointed by the City Council whose role is advisory to the operations and programming of the Rambling River Center building.

III. Policy

It shall be the policy of the Rambling River Center to allow artwork to be displayed in the building using a standardized selection process but under certain conditions/limitations.

A. Designated Display Areas for Artwork

1. Artwork may be displayed only in certain areas of the RRC building.

2. Paintings and drawings may be displayed on the interior walls of the Administration Hallway and the Banquet Room Hallway.
3. 3D artwork may be displayed only in the display case that will be located in the Empire Room.
4. Photos of historical Farmington may be displayed in the Empire Room only.
5. Photos other than of historical Farmington may be displayed on the interior walls of the Administration Hallway and the Banquet Room Hallway.
6. Artwork being worked on in the RRC Arts and Crafts Room may be stored in the room either on a shelf or in a cabinet and will not be considered to be displayed.

B. Restrictions on Donation of Artwork

1. In order to keep artwork rotating throughout the year, the Rambling River Center will not accept a donation of artwork to be displayed permanently.
2. In order to allow opportunities for many different displays of artwork, there will be a time limit of three (3) months that artwork will be allowed to be displayed. Artwork will be displayed on a quarterly basis using the following months: January 1st through March 31st, April 1st through June 30th, July 1st through September 30th and October 1st through December 31st.
3. Artists will not be compensated in any manner in exchange for having their artwork displayed.

C. Decommissioning of Artwork

1. After three months, any artwork not removed by the artist will be removed by Rambling River Center staff and moved to a storage room. The artist should contact staff members to arrange a time where the artwork can be picked up.
2. If after six months the artwork or photo is not removed from the Rambling River Center building, the artwork will be disposed of either through an auction or through the regular garbage collection process.

D. Selection Criteria

1. No violently or sexually graphic artwork is allowed to be displayed.
2. Artwork may be done in a variety of medium including chalk, watercolor, pencil, oil, acrylic, etc.
3. Art work may either be framed or unframed with an understanding that the Rambling River Center staff members will not frame any artwork that will be displayed in the building.
4. Artwork selected to be displayed must be able to be hung on a wall. The artist/owner of the artwork is responsible for making sure that the artwork is ready to be hung on a wall.
5. Only historical photos of Farmington will be allowed to be displayed and may either be in black and white or color.
6. 3D artwork is allowed but will be limited to being displayed in a display case that will be located in the Empire Room.
7. Artwork that is religious in nature that could be perceived as government endorsement of religion in violation of the State and Federal Constitutions and will be accepted on a case by case basis.
8. Artwork will not be displayed that creates a hostile environment.
9. Must be appropriate in terms of scale, form, content and the environment.
10. Artwork must be durable in relation to theft, vandalism and the environment.
11. Artwork exceeding \$100 in value will **not** be allowed to be displayed.

12. In order to be selected artwork must meet the requirements for hanging or displaying artwork, which means the artwork must fit within a certain dimension as defined in the areas where artwork is allowed to be displayed.
13. Artwork selected must either show proof of being insured or the artist must sign a form, which releases the City from being responsible to replace or compensate the artist for lost, misplaced, damaged or stolen artwork.
14. Artist whose work is selected to be displayed must be willing to enter into an agreement with the City for the display of their artwork.

E. Selection Process

1. An application must be completed by the party interested in having their artwork displayed. The application and accompanying materials shall include the following:
 - a. Name, address, phone number, email address of artist.
 - b. Photo, plans, model or other representation of proposed artwork.
 - c. Proposed location of the artwork.
 - d. Statement of reason for displaying artwork.
 - e. Description of the artwork, including dimensions, weight, finish, and color, and system for mounting or displaying the artwork.
 - f. Any special mounting or display requirements.
 - g. Statement of the approximate value of the artwork.
 - h. Signage proposed for the artwork, including size, lettering and material. Signage shall be limited to the artist's name, title, and date of work.
2. The Building and Grounds Sub-Committee, which is an ad hoc committee consisting of Rambling River Center members, Rambling River Center Advisory Board member and Parks and Recreation Department staff members, will meet quarterly and on the first week of the following months: December, March, June, September. The intent of the quarterly meetings is to review the application(s) made to display artwork.
3. After review by the Buildings and Grounds Sub-Committee, the artist will be notified whether or not the artwork will be recommended to the Rambling River Center Advisory Board for display.
4. The Buildings and Grounds Sub-Committee recommendation will then be reviewed by the Rambling River Center Advisory Commission who will then make a decision on whether or not to display the artwork.
5. If approval is given to display the artwork, then the artist will enter into an agreement for the display of the artwork at the Rambling River Center.

F. Review

Review of this policy shall occur from time to time with any recommended changes being brought to the Rambling River Center's Advisory Board, Park and Recreation Advisory Commission and to the City Council for approval.

RAMBLING RIVER CENTER ARTWORK DISPLAY APPLICATION

Date: _____

Applicant Name: _____

Address: _____

Home Phone Number: _____ **Alternate Phone Number:** _____

Email Address: _____

Name of Artist (if different from applicant): _____

Name of Artwork: _____

Description of Artwork: _____

Approximate Weight: _____ **Approximate Dimensions:** _____

Proposed Location to be Displayed: _____

Describe Mounting or Display Requirements: _____

Approximate Value of Artwork (cannot exceed \$100): \$ _____

What 3 Month Period of Time Would Artwork be Displayed: _____

Please attach a photo of the artwork and the signage to be displayed with the artwork.

Signature of Applicant

Signature of Parent/Guardian
(if applicant is under 18 years of age)

Signature of City Staff Accepting Application

RAMBLING RIVER CENTER ARTWORK LIABILITY RELEASE FORM

This Release is executed on the _____ day of _____, 2010 by the undersigned referred to as Releasor.

Inconsideration of being permitted to display artwork in the City of Farmington’s Rambling River Center, the Releasor hereby releases and discharges the City of Farmington, all of its employees and volunteers, from all liability to the Releasor for any and all loss or damage to the Releasor’s artwork, and any claim resulting from, on account of injury to the Releasor’s property.

Releasor’s Signature