



Administrative Policy and Procedure City of Bonney Lake, Washington

SUBJECT: Art displays		
	Policy No. 700.340	Pages: 2
Effective Date: October 1, 2018	Supersedes: NA	
Developed by: Gary Leaf	Department Head Approval: 	City Administrator Approval: 

1. PURPOSE

The purpose of this policy is to establish procedures for art displays in City facilities or properties. It is recognized that art can enhance public spaces.

2. ORGANIZATIONS AFFECTED

Executive Department
Facilities Division
Arts Commission

3. REFERENCES

Resolution No. 2356

4. RESPONSIBILITIES

4.1 It is the responsibility of the Executive Department to apply this policy. The Arts Commission may be requested to advise the Administration regarding public arts displays, but the solicitation, selection and/or rejection of submitted artwork is under the direction of the Executive Department.

5. STATEMENTS OF POLICY AND PROCEDURE

5.1 Approved locations for the Display of Art. The following spaces are considered appropriate for the display of City owned or loaned art:

- Lobby of the Justice and Municipal Center
- Second floor mezzanine area of the Justice and Municipal Center
- Lobby of the Public Works Center
- Training room of the Public Safety Building
- Senior Center
- Outside installations of art on City property

5.2 Artwork Agreement. For loaned art display, there shall be a written agreement with the artist that includes the following before any display is installed:

- 1) Period of time artwork is to be exhibited;
- 2) Responsibility for costs, if any, of permits, site preparation, transportation, storage, installation, damage and liability insurance, removal of artwork, and site restoration;
- 3) A “hold harmless” statement from the artist for damage/liability to the loaned artwork or statement limiting the City’s liability;
- 4) Site location of artwork display;
- 5) Conditions for sale of artwork, if applicable; &
- 6) Conditions for termination of agreement by the artist, donor, or City.

5.3 Types of Acquisitions. May include commissioned, purchased, donated, or loaned.

5.4 Selection Criteria for Artwork:

- 1) The extent to which the artwork engages the public; reflects the cultural, historic, or natural significance of the area; and enhances and complements the City’s existing displays;
- 2) Quality and aesthetic merit of artwork;
- 3) Availability of an appropriate display site;
- 4) Time schedule of display;
- 5) Condition, durability, installation, and maintenance requirements for artwork; &
- 6) Whether the artwork is susceptible to vandalism or graffiti.

6. ATTACHMENTS

- Art Gallery Exhibit Agreement



City of Bonney Lake Art Gallery Exhibit Agreement



Note: The City of Bonney Lake does not provide insurance for artwork. Artist is responsible for properly insuring artist's own artwork during the exhibit.

- Artist is solely responsible for insuring self, Artist's employees or assistants, artwork and property throughout installation and removal of artwork from the City of Bonney Lake premises and duration of exhibit.
- Artist accepts full responsibility for hanging and showing of artwork, and accepts full responsibility for loss and/or damage of artwork or property. Artist waives any claims against City of Bonney Lake for personal injury or property damage during installation, display or removal of artwork.
- Artist may be responsible for any damage to City of Bonney Lake property occurring during installation, display or removal of the artwork, including damage due to improper hanging of artwork.

Art exhibited in the City of Bonney Lake Gallery locations does not necessarily reflect the views or opinions of the City of Bonney Lake or the Arts Commission.

Use of name / likeness: The City of Bonney Lake may use names and photos of artists or artwork for the purpose of advertising the exhibits only, including, but not limited to city newsletters, printed materials, webpage and all other forms of electronic communications. **If you do not want photos used for this purpose, please note here:** _____

Complete and return this form, along with representative photos, portfolio, or email images of your artwork to the City by mailing or dropping off the application. Please do not post exhibit announcements until your exhibit application is approved and an exhibit date is set.

Mailing Address:

City of Bonney Lake - Arts Commission Gallery Application
 Attn: City Administrator
 PO Box 7380
 Bonney Lake, WA 98391 Phone: (253) 447-4345

Artist's Name _____ Contact Phone(s) _____
 Mailing Address _____ Email Address _____
 Art Medium _____ Website _____

By signing this agreement, I agree to defend, indemnify and hold the City of Bonney Lake harmless from any liability for damage, loss or destruction of property, or injuries to any persons arising out of the transportation, installation, display and removal of any artwork being provided by the artist for display at or on City of Bonney Lake property. Any claims for such loss, damage or injury are waived by signing this agreement.

I agree to take responsibility for any damage occurring to the City of Bonney Lake property during installation, removal of artwork or duration of exhibit, and will bear the full cost of repair, including replacement, if necessary.

I agree to the conditions outlined in the City of Bonney Lake Policy No. 700.340 and this Agreement.

Artist's Signature _____ Date _____

City of Bonney Lake Signature _____ Date _____

Month/Year of Exhibit _____ Installation Date _____ Removal Date _____