**ART EXHIBITIONS AT CITY FACILITIES**

The City of Westminster may display selected works of local art at its facilities and libraries in order to create an appropriate, pleasant, thoughtful, and sophisticated atmosphere, consistent with the values of the City and the messages the City wishes to convey. These displays of art may also have the positive effects of increasing the community’s appreciation of the arts and of supporting local artists by providing opportunities to exhibit their work.

**Policies**

* A representative of any art group or artist selected to display artworks at a City facility must sign a Release of Liability form prior to displaying their artwork.
* Artwork must not block emergency exits or inhibit normal traffic flow and/or normal operation of the facility in which it is displayed, including seating areas.
* Displays must maintain 36-inch wide aisles in compliance with ADA regulations.
* The City of Westminster has final approval rights over exhibitions. City staff will inspect the exhibit for alignment with the City’s values and appropriateness standards.
* The City of Westminster reserves the right to combine multiple artists/exhibitions as room allows to maximize the use of the space, and/or to display the artwork in whatever manner and context the City deems appropriate.
* All art displays must adhere to the City of Westminster’s Standards of Acceptable Behavior Policy. Lack of compliance may prohibit an artist or group from displaying at a City of Westminster facility in the future.
* Artwork is on display during all open hours, unless the facility is closed unexpectedly or for a holiday.
* Exhibitions will not exceed 30 days. Installation should occur as close to the first of the month as possible and must be taken down no later than the 25th of the month.
* Art purchases will be handled directly between the purchasers and the artists. The City of Westminster will not accept payment for any art purchased, nor engage in any negotiations related to the purchase of art works by third parties.
* The Cultural Affairs Administrator of the Office of Cultural Affairs reserves the right to amend these policies at any time.

**Admission**

Applications for the display of artwork exhibitions are accepted on a rolling, first-come-first-served, basis. The request must include a completed application, signed art exhibition release of liability form, and photographs of the artwork to be displayed during the exhibition. The application must include, at least, the following information:

* Artist(s) name, address, phone number, email;
* Proposed location and dates of the display (4 week maximum);
* Proposed setup and takedown dates and times;
* Quantity and sizes of pieces;
* Supplies to be used in the display;
* Proposed signage for the display;
* Names and phone numbers of any parties responsible for setup and takedown; and
* Accurate portrayal by description and photograph of the artwork proposed for display.

Applications containing the required information, signed release, and artwork photographs should be submitted to the Office of Cultural Affairs via email, at: **culturalaffairs@cityofwestminster.us.**

**Artist/Exhibitor Responsibilities**

Artist(s) and art groups agree to be responsible for handling the following items as a condition of displaying artwork within a City facility.

Delivery and pickup of artwork

* The City will inspect the artwork at the time of delivery. Any marks or damage existing on the artwork at the time of delivery will be noted and the City shall not be responsible in any way for marks or damage existing at the time of delivery.
* All items must be picked up by the artist(s) on the last day of the display, otherwise artwork may be considered a donation to the City and may be discarded at its discretion.
* Any marks or damage to artwork must be noted and conveyed to the City in writing at the time the artwork is picked up by the artist(s). The City shall not be responsible for any marks or damage present on the artwork that were not noted in writing upon pickup.
* If borrowing the City’s display panels, the exhibitor is responsible to take out, set up, tear down, and put away all panels. The City is not responsible for any damage or injury that may occur during set up or take down.

Hanging and display responsibilities

* Artist(s) may only display artwork in pre-approved locations of the designated facility.
* Artist(s) must hang artwork on pre-approved frames or artwork must be self-suspended. Tape or nails are not permitted on the walls or other furnishings. A limited number of panels are available from City staff for the hanging of artwork.
* Artist(s) must provide a comprehensive location map of the artwork being displayed by the first day of setup (larger exhibits only).
* Artist(s) must submit all signage to City staff prior to installing an exhibition. All signage is subject to approval by City staff.
* Artist(s) must provide detailed inventory records of exhibition artwork to City staff prior to installing the exhibition.

Publicity

* While the City reserves the right to publicize the exhibition, this is not a guarantee; publicity is ultimately the responsibility of the artist(s).

Receptions & Catering

* Any receptions or catered events must be approved by the City, and may be disapproved for any reason, or no reason at all. Such reception or event, if approved, shall be subject to such conditions as the City sees fit to put in place for the use of City facilities.
* Such receptions or events may take place only in locations pre-approved by the City.
* Such receptions or events may take place only on dates and times pre-approved by the City.
* For any such reception or event, the artist or group putting on the event is solely responsible for coordinating all catering services.



**City of Westminster Standards of Acceptable Behavior Policy**

All library users and citizens have a right to expect the library to be a clean, pleasant and safe building in which to study, read, request information, use computers and audio/visual equipment, attend programs, and use the library as a gathering place.  
  
Unfortunately, the behavior of some library visitors can create problems. Behavior becomes unacceptable when it infringes on the rights of others, when it could result in injury to oneself or others, or when it could result in damage to library equipment.

Such behavior can lead to a patron being asked to leave the library. Refusal to leave upon request will result in the police being called and possible prosecution of the patron.   
  
Examples of this kind of behavior include:

* Abuse/vandalism of library facilities, materials or equipment
* Bathing/washing clothes
* Child abuse
* Excessive public displays of affection
* Exhibitionism/flashing
* Gambling
* Harassment: physical, sexual or verbal abuse of other library users or library staff
* Loitering, including refusing to leave at closing
* Obscene language
* Screaming or running in library
* Sleeping
* Smoking (also includes the use of electronic cigarettes, personal vaporizers and electronic nicotine delivery systems)
* Soliciting/Panhandling
* Unruly/offensive behavior
* Use of radios, CD players, or televisions without headphones
* Voyeurism/peeping
* Improper attire: patrons should wear shoes and shirts in the library
* Intoxication/drugs or noticeable alcohol on breath
* Body odor which is noticeable
* Littering
* Any other behaviors that disrupt library operations

The following may not be brought into the Library:

* Any deadly weapon except as permitted by WMC 6-2-10
* Animals except for service dogs or service miniature horses
* Beverage coolers



**City of Westminster Art Exhibition Application**

Please complete this application and submit it along with your signed release form and photographs of the artwork to be displayed, to: **culturalaffairs@cityofwestminster.us**

Applications are accepted on a rolling, first-come-first-served basis.

You will be contacted regarding the status of your application within three weeks of receipt by the Office of Cultural Affairs.

**Please direct questions to Kristen Koehler at kkoehler@cityofwestminster.us**

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| --- | --- | --- | --- | --- | --- | --- |
| **ARTIST / EXHIBITOR INFORMATION** | | | | | | |
| **Name** | | | **Alias** (If applicable) | | | |
| **Address** | | | | | | |
| **City** | **State** | | | **Zip Code** | | **Country** |
| **Work Phone** | **Home Phone** | | | | **Email** | |
| **Artist Website** | | | | | | |
| **Artist Representation/Gallery Name** (If applicable) | | | | | | |
| **Artist Representation/Gallery Address** | | | | | | |
| **City** | | **State** | | **Zip Code** | | **Country** |
| **Phone** | | **Fax** | | | **Email** | |
| **Artist Representation/Gallery Website** | | | | | | |
| **ARTWORK** | | | | | | |
| **Proposed location and dates of display (4 week max, display periods should begin on the first of the month)** | | | | | | |
| **Description of artwork, including quantity and size of pieces** | | | | | | |
| **Proposed setup and takedown dates and times** | | | | | | |
| **Supplies to be used in the display** | | | | | | |
| **Proposed signage for the display** | | | | | | |
| **Names and phone numbers of any parties responsible for setup and/or takedown** | | | | | | |
| **Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, marks, or other insecurities or defects in the artwork** | | | | | | |
| **Please outline any other special considerations** | | | | | | |
| **OTHER REQUIRED MATERIALS** | | | | | | |
| **Complete this application for each proposed exhibition and submit along with the items requested below:**   * **High resolution (.jpg or.tiff) digital, color images of the artwork to be displayed (front, sides, rear, and**   **detail photos as necessary)**   * **Signed Art Exhibition Release of Liability Form** * **Any other information relevant to the artwork** | | | | | | |

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| --- | --- |
| **ARTIST’S AUTHORIZATION TO INITIATE ARTWORK REVIEW** | |
| **Authorized signature** | **Title** |
| **Print name** | **Date** |
| **I have read and agree to the City of Westminster’s Standards of Acceptable Behavior Policy** | |
| **CITY OF WESTMINSTER STAFF ONLY** | |
| **Received by** | **Date** |



**Art Exhibition Release of Liability Form**

I understand and agree:

The City of Westminster does not insure and is in no way responsible for any artwork while it is transported to or from the location where the artwork is to be displayed. The City is not responsible for any damage or marks that exist prior to the final and completed installation of the artwork. The City will inspect the artwork after installation and note any existing damage or marks, and the City shall, under no circumstances, be responsible for any such damage or marks. All reasonable precautions are taken to protect artwork while on display. Any marks or damage to artwork must be noted and conveyed to the City in writing at the time the artwork is retrieved by the artist after the display period. The City shall not be responsible for any marks or damage present on the artwork that were not noted in writing at the time of retrieval.

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Signature Date

(Please Print)

Name:

Address:

Phone: