



## **CULTURAL ARTS PROGRAM EXHIBITION SERIES GUIDELINES FOR AUSTIN CITY HALL**

### **1. PURPOSE**

The City of Austin's Cultural Arts Program presents an ongoing exhibition series at Austin City Hall to showcase local artistic endeavors and to encourage public dialogue, understanding and enjoyment of visual art. The Program's goal is to present a series of exhibitions that reflect the artistic excellence and cultural diversity of Austin and promote the City's cultural and economic initiatives.

### **2. MISSION**

The City of Austin Economic Development Department Cultural Arts Division shall curate the display of an ongoing exhibition series at Austin City Hall to showcase and promote the excellence of local artistic endeavors in the visual arts, highlight the unique architecture and dynamic public space of Austin City Hall, and to encourage public dialogue, understanding and enjoyment of visual art.

### **3. POLICY**

The City of Austin respects freedom of expression in visual art. However, the Austin City Hall and Public Plaza does not function as a traditional gallery or museum. The City reserves the right to allow the installation of artwork, and to remove or relocate artwork at its sole discretion. Display of artwork in Austin City Hall does not create a public forum.

### **4. EXHIBITION LOCATIONS AND LIMITATIONS**

Austin City Hall is not a traditional gallery-style venue. All public areas of Austin City Hall, including public plaza and mezzanine, herein referred to as City Hall Block, are subject to this policy.

Austin City Hall is open to the public Monday through Friday, from 8:00 a.m. to 5:00 p.m. The first floor atrium lobby is also open to the public during City Council meetings.

Artwork displayed within the City Hall Block shall be appropriate to an office setting and for viewing by public officials, City employees, and citizens transacting business in the building. Specific limitations apply to the following locations:

#### Interior:

**First Floor** – the atrium lobby and limited locations in adjoining public rooms. Sculptures in atrium must not exceed a 6' x 6' footprint, and must be on a riser at least 12" high, to be provided by the artist. Weight may not exceed 200 pounds per 18" x 18" floor tile. Sculptures in Council Chambers must not exceed a 4' x 4' footprint and must be on a riser at least 12" high, to be provided by the artist. Weight may not exceed 200 pounds per 18" x 18" floor tile.

**Second Floor** – the atrium lobby, surrounding conference rooms, East and West hallway corridors.

**Third Floor** – the atrium lobby and surrounding conference rooms, excluding the City Manager’s conference room. Sculpture footprint may not exceed 42” in depth and sculpture height may not exceed 8 feet in height.

No art will be displayed on the fourth floor or in the administrative offices located on the first, second, or third floors.

Exterior:

**Austin City Hall Plaza and Mezzanine**– Artworks may be considered on a limited basis for the City Hall plaza area at street level on the south side of City Hall, and the mezzanine area at the top of the amphitheater. Weight of artwork may not exceed 3,000 pounds per square inch (PSI) of compressive strength per paving stone.

## **5. SELECTION AND ELIGIBILITY**

Exhibition is by arrangement with the Cultural Arts Program Manager, the curator for Austin City Hall. The Program Manager may invite organizations or individuals to submit a proposal to lend artwork to the City for an exhibition in Austin City Hall. The Program Manager is the sole curator of an exhibition at Austin City Hall with absolute discretion over selection and placement of artwork.

An organization or individual that wants to display an exhibition in Austin City Hall must submit a proposal to the Program Manager. Professional visual artists over 18 years old who live or work in the Austin area (within Bastrop, Caldwell, Hays, Travis or Williamson counties), or visual arts organizations in Austin, are invited to submit a proposal in accordance with these guidelines.

A proposal for an exhibition shall include no more than five (5) digital images of the artwork requested to be exhibited, information about the individual artists, a proposed layout, proposed locations, and proposed installation methods. Artworks created within the last 10 years from the year of submission of the proposal will be given priority.

The Program Manager shall review each proposal, and shall send the applicant written notice of acceptance, modification, or rejection of the proposal. The Program Manager may appoint a selection panel to assist in evaluation of proposals. If the Program Manager elects to appoint a selection panel, its members may include City staff and community representatives. The building manager shall review and approve proposed installation methods. The Program Manager’s acceptance letter will include proposed exhibition dates and approved installation methods.

Selection criteria may include:

- Quality or merit of the artwork
- Work that reflects cultural diversity
- Local or national reputation of the artist
- Ownership by a museum or arts institution located in Austin as part of its permanent collection

*\*IMPORTANT NOTE: City of Austin Economic Development Department staff members are ineligible to apply. Other City employees, while eligible to apply, may not offer their works for sale.*

## **6. TERMS OF LOAN AND LOAN AGREEMENT**

The artwork in an exhibition shall be on loan to the City by the artist or organization (referred to as “Lender”) 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 Program Manager and the building manager. The Program Manager 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 Program Manager, and as necessary to conduct business in Austin City Hall.

Artwork displayed at Austin City Hall during an exhibition shall remain in place until the conclusion of the exhibition, unless the Program Manager approves earlier removal. The organization or artist lending artwork for an exhibition in Austin City Hall must provide a suitable replacement, subject to Program Manager’s approval, for artwork removed from an exhibition before its conclusion. The Program Manager’s approval may not be unreasonably withheld.

Each Lender of art for exhibition at the Austin City Hall shall submit a complete executed loan agreement to the Program Manager on a form provided by the City. The terms of these guidelines are incorporated as part of the loan agreement.

## **7. EXHIBITION SCHEDULING**

The Program Manager may reschedule or cancel an exhibition at the Program Manager’s discretion at any time before the start date of the exhibition. The City is not responsible for any expense or costs incurred by the Lender of the artwork related to a rescheduled or cancelled exhibition. The Program Manager may cancel an exhibition on display if the Program Manager determines the cancellation is necessary to protect the artwork or due to unexpected use of City Hall. The Program Manager may not cancel an exhibition to make room for a different, unscheduled exhibition.

## **8. REQUIRED DOCUMENTATION**

Not later than the 30th day before the installation date of a scheduled exhibition, the organization or artist lending the artwork must provide the Program Manager with the following:

- a complete and fully executed loan agreement;
- an inventory of work to be exhibited, including the following information for each piece: the name of the artist, title, medium, dimensions, insurance value, and whether the piece is available for sale;
- a written statement describing the exhibition as the basis for a press release by the City;
- request for a reception, if applicable; and
- if the Lender wants to waive coverage under the City’s Fine Arts Insurance Policy, a certificate of insurance.

The Program Manager may cancel an exhibition if the Lender of the artwork fails to submit the required information on or before the due date. The Program Manager 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.

## **9. DELIVERY, INSTALLATION, AND DE-INSTALLATION**

The Lender of the artwork shall deliver the artwork for an exhibition and all related components, including stands, artist statements, 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. The Lender will be responsible for all installation and deinstallation costs that exceed normal installation and deinstallation methods as provided by the City. All three-dimensional artwork submitted must be self-supporting or include a stand. Art presented in an electronic medium must be accompanied by appropriate audio and video equipment.

The Program Manager and the Building Manager shall supervise installation of artwork for an exhibition. If approved in writing by the building manager, the Program Manager may allow the Lender to install the exhibition under Program Manager's supervision or to provide at least one individual to assist the Program Manager's installation of the exhibition.

The Program Manager and the Building Manager shall supervise de-installation of artwork for an exhibition. If approved in writing by the building manger, the Program Manager may allow the Lender to de-install an exhibition or to assist the Program Manager dismantling and removing all artwork and other components of an exhibition.

The Program Manager may allow artwork to be removed and replaced 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.

## **10. RELOCATION OR REMOVAL OF ARTWORK**

The City's Cultural Arts Program respects freedom of expression in visual art. However, the Austin City Hall does not function as a gallery or museum and is frequented by citizens with diverse opinions and backgrounds who are there to conduct business with the City.

The Program Manager shall select artwork that is suitable and appropriate in theme and quality to the functions of Austin City Hall. If the Program Manager receives a complaint that a particular work of art is derisive, vulgar, gruesome, or otherwise offensive to visitors, the City Manager shall review the complaint and make a determination. The City Manager retains sole discretion on whether to move or remove artwork subject to a complaint.

## **11. GUIDED TOURS**

The Program Manager may allow guided tours of an exhibition during regular business hours or at other times approved by the building manager for Austin City Hall. If guided tours are permitted, the Program Manager shall provide training to volunteer tour guides relating to how a tour may be conducted in Austin City Hall, including information on limited public access to certain areas. The Lender of the artwork on exhibit shall provide written material for use by the tour guides describing the artwork on display, including information about the artist.

## **12. RECEPTION**

Austin City Hall may not be used for private functions. The City of Austin hosts a public reception each February to honor the current annual exhibition. If a Lender would like to host a reception separate from the City's reception, the event will need to comply with the City of Austin City Hall Guidelines for Non-City Use Policy. For more information, contact City Hall Building Services Manager at (512) 974-7976 or visit: [http://www.austintexas.gov/sites/default/files/files/city\\_hall\\_use\\_policy\\_020212.pdf](http://www.austintexas.gov/sites/default/files/files/city_hall_use_policy_020212.pdf).

## **13. SALES**

Artwork on display at Austin City Hall may be for sale by the Lender 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 Program Manager.

The Lender is responsible for all aspects of a sale transaction on artwork on display at Austin City Hall. 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 Program Manager must approve any supplementary sales material and the location and display of the material.

The City of Austin does not receive a commission on, or compensation from, the sale of artwork exhibited at Austin City Hall.

#### **14. INSURANCE**

The City of Austin's Fine Arts Insurance Policy provides coverage for artwork loaned to the City for exhibition. However, the City disclaims liability up to the policy's deductible and in excess of the policy limits. 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 except as covered in the Fine Arts Insurance Policy. The Lender of the artwork assumes all uncovered risk.

#### **15. AUSTIN CITY HALL ARTWORK PURCHASE POLICY**

The City of Austin desires to establish temporary art exhibitions of the highest quality for public display. This policy is based upon a firm commitment to accept a responsibility for expanding its citizens' experience with the visual arts.

##### **15.1. VISION**

Develop a permanent collection of artwork by regional visual artists or arts organizations through an annual selection and purchase of artwork.

##### **15.2. GOAL**

The goal to develop a permanent artwork collection as procured from the City Hall Artwork Exhibition Series is to showcase regional artistic endeavors and to encourage public dialogue, understanding and enjoyment of visual art. The goal of the annual exhibit is to present a series of exhibitions that reflect the artistic excellence and cultural diversity of Austin and promote the City's cultural and economic initiatives.

##### **15.3. ARTWORK ELIGIBILITY and SELECTION**

Eligible artworks to be considered for permanent collection must be selected as part of the annual City Hall Exhibition Series Program. Artworks may be 2 or 3-dimensional and must require a modicum of routine maintenance and not pose any health or physical risk to employees and visitors of City Hall. For selection criteria for the exhibition, please see Section 5. **SELECTION AND ELIGIBILITY**. A budget for annual purchase of an artwork will be established within the Cultural Arts Division.

Once an exhibition has been selected, the Cultural Arts Program Manager may invite either City of Austin employees, or citizens of Austin, or both to cast their votes on the artwork to be purchased by

the City. The results of the voting process shall be forwarded to the City Manager for final approval and purchase authorization of the selected work.

#### **15.4. EXHIBITION POLICY**

Artworks owned by the City shall remain on exhibition on City property and may be part of the ongoing exhibition program series at Austin City Hall. Placement of the artworks purchased by the City is at the sole discretion of the Cultural Arts Division staff.

#### **15.5. PEOPLE'S CHOICE PURCHASE**

Staff will implement a public process to select an artwork for purchase and include the annual purchase of a work from each subsequent annual exhibition. The selection process will include:

- Public announcement of the City's intent to purchase a piece.
- Invitation to City employees and the public to view the works and vote
- Voting would take place during the period of the exhibition.
- Paper ballots available at City Hall.
- Announce the winner and purchase of the piece as part of the next exhibit opening.

#### **15.6. FUNDING**

Funding for purchase of artwork will be subject to availability of annual Hotel/Motel Bed Tax and shall serve as tourism promotion. The budget shall not exceed \$5,000 annually.

The Cultural Arts Program Manager may solicit community input on the purchase of artwork for the Austin City Hall artwork collection; however, final determination will also be based on the following considerations:

- Cost (e.g. within the proposed budget limits)
- Business use
- Public safety
- Maintenance requirements