



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. POLICY

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

3. EXHIBITION LOCATIONS AND LIMITATIONS

Austin City Hall is not a gallery-style venue. The areas where public art may be displayed are:

- the atrium lobby on the first floor;
- the atrium lobby and surrounding conference rooms, east-west hallway corridors, and waiting areas outside the mayor and council member's offices on the second floor; and
- the atrium lobby and surrounding conference rooms on the third floor, excluding the city manager's conference room.

Art displayed in these public areas shall be appropriate to an office setting and for viewing by public officials, City employees, and citizens transacting business in the building. No public art will be displayed on the fourth floor or in the administrative offices located on the first, second, or third floors.

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.

4. 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 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. 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 Program Manager shall review each proposal, and shall send the offer or 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:

- Ownership by a museum located in Austin as part of its permanent collection;
- Local or national reputation of the artist; and
- Cultural diversity of artwork included in exhibition.

5. 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 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 the Program Manager's approval, for artwork removed from an exhibition before its conclusion. The Program Manager's approval may not be unreasonably withheld.

Each organization or artist lending art for exhibition at the Austin City Hall shall submit a completed loan agreement to the Program Manager. The terms of these guidelines are incorporated as part of the loan agreement.

6. 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 incurred by the organization or artist lending 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 building use. The Program Manager may not cancel an exhibition to make room for a different, unscheduled exhibition.

7. 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 Program Manager:

- a completed loan agreement;
- 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;
- 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 organization or artist lending 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.

8. 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 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 a lender to install the exhibition under the 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 manager, the Program Manager may allow the lender to de-install an exhibition or to assist the Program Manager with 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.

9. 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.

10. 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 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.

11. RECEPTION

Austin City Hall may not be used for private functions. However, 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 Program Manager. If possible, a reception will be scheduled on the first Friday the artwork is displayed. 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 Program Manager at the time the signed loan agreement is submitted, but not later than the 30th day before the beginning of the exhibition. If requested and available, the City will provide tables for refreshments. No alcoholic beverages may be served, except with the prior written permission of the city manager in compliance with the building use guidelines for Austin City Hall. The organization or artist is responsible for the cost of preparation, including set-up, and clean up after the reception.

12. SALES

Artwork on display at Austin City Hall 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 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.

13. INSURANCE

The City of Austin's Fine Arts Insurance Policy provides coverage for artwork loaned to the City for exhibition while it is on the premises under care of city staff. 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 organization or artist lending the artwork assumes all uncovered risk.