

# WestSide Arts Foundation

## ARTS DISPLAY PROCESS

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### Statement of Intent:

*Provide an environment conducive to the artists and the community to which it serves.  
The Foundation will provide an atmosphere supportive of these communities.*

It is therefore the intent of this process to:

- 1) Publicly recognize the artistic accomplishments of the community
- 2) Develop a plan to display artwork at the Creative Arts Studios, WestSide Café, and on the facilities of the Storm and Shipley Building.

The Foundation intends to promote art at the facility in two ways:

- (1) by soliciting and commissioning art work for specific, permanent sites on a case by case basis,
- (2) by considering the temporary or permanent display of unsolicited art work submitted by artists, on a case by case basis.

### Purpose:

#### **WestSide Arts Foundation Display Process**

- < Develop guidelines to display permanent and/or temporary works of art at the Storm and Shipley property.
- < Develop a process through which the Foundation may solicit and commission art work for permanent display.
- < Develop a process through which artists may submit unsolicited artwork and have it considered and potentially registered for exhibit, displayed, and removed.
- < Develop a process through which artwork may be accepted for display or rejected based on the quality of the work and the skills applied in choice of medium, form, scale, color and other skill-related elements of composition.
- < Develop guidelines that address the issues of time, place and manner of displays including registration, ownership, duration of display, location, security, liability, maintenance of art work, and special utilities.

#### **Applicability**

These guidelines apply to artistic creations of artists or their artistic expression for display in designated public forums.

Designated display sites will be on the Storm and Shipley Building and are generally available to the public to appointed time who request display of artwork through this process.

## **General Guidelines**

Prior to display, all artwork shall be submitted to, registered with and reviewed by the Arts Display Committee (ADC). The ADC, a committee of the WestSide Arts Foundation, will:

- < consist of the Events Director, Executive Director, a Member of the Board of Trustees and two tenants of the Creative Arts Studios.
- < recommend sites for art display and solicit and/or commission art work including the definition of the scope and type of art work desired.
- < consider the temporary or permanent display of unsolicited art work
- < review all submitted art work for quality of composition based upon skill applied in choice of medium, form, scale, color and other skill-related elements of composition.
- < recommend acceptance for display or rejection, and if accepted, recommend suitable display site, scheduling, duration of display, and other conditions that may be appropriate on a case by case basis.
- < forward their recommendations of their art work to be displayed for site selection and duration of display.

## **Solicitation/Commissioning of Art Work**

Solicitations may take the form of competitions or limited submittals as desired on a case by case basis. As such, works of art to be displayed at the Storm and Shipley facility must be registered and accepted before location and display may occur. Registration will include Artist's information, information about the artwork, display location and dates. See Attachments A for registration form and overall process flow for submittal of unsolicited artwork. In all cases, the artist's name should be visible on works of art to be displayed at the Storm and Shipley facility.

## **Acceptance/Rejection of Art Work**

The Foundation reserves the right to accept or reject any, all or none of the art work solicited for display at the facility based on quality of composition and artistic skill applied in choice of medium, form, scale, color and other skill-related elements of composition. ***At the discretion of the Chairman of the Board of Trustees of the Foundation, and on a case-by-case basis, the decision to reject a piece of artwork may be coordinated with the Executive and Events Directors.*** The ADC will be staffed with a majority of its members having strong backgrounds in art instruction, art techniques, art history, and art appreciation. As such, the committee's primary review will consider questions of quality and skill demonstrated in the artwork. Display of accepted artwork may be limited by the availability of suitable display sites.

## **Appeal Process**

Artists who take exception to the time, place, and manner of their art display(s) or rejection of their artwork may appeal to the next higher authority. The appeal hierarchy will be by Appeal to the Board of Trustees of the WestSide Arts Foundation.

**Duration of Displays**

Works of art may be displayed for a period of time as agreed between the artist and the final reviewing authority and as specified on the registration form. Artists retain ownership of any temporarily displayed works. Displays left unclaimed 120 days after removal date established on the registration form will be used for fundraising events such as silent auctions for the Foundation.

**Location**

Site selection will depend on many factors, including size and composition of art work to be commissioned or considered, need for protection of a specific medium from the elements, availability and schedule of potential display sites, compatibility of art work with available display locations, liability issues, and visibility.

**Security**

All artwork displayed under this guideline will be displayed at the owner's risk. The Foundation accepts no responsibility for theft of, vandalism to, insurance or security for the art works.

**Liability**

To the extent authorized by law, the artist shall indemnify, save and hold harmless the WestSide Arts Foundation, its employees and agents, against any and all claims, damages, liability(ies) and court awards including costs, expenses, and attorney fees incurred as a result of any injuries and/or damages arising from the art display. In some cases, the artist may also be required to furnish liability insurance on the display/exhibit, for a prescribed amount, covering the artist and adding Board members and executive and events directors as additional insured. Circumstances for which liability might be required include, but are not limited to, protection against a copyright infringement claim or protection against a personal injury claim. When liability insurance is required, proof of insurance in the form of a certificate signed by an insurance company representative must be provided to the Foundation prior to commencement of installing artwork.

**Maintenance and Removal**

Maintenance of the artwork will be the responsibility of the owner. Damaged or art work that becomes a hazard will be removed by Foundation personnel without regard to scheduled removal date. Attempts will be made to contact the artist to reclaim his/her property. It is the responsibility of the artist to remove his/her artwork or have it removed when the display period has expired. Artists are to contact personnel shown on registration form if assistance or special access is required. Displays left unclaimed 120 days after the scheduled removal date will be removed by the Foundation. See Ownership. Displayed works of art which have not been registered will be disposed of according to the Foundation. The Foundation may or may not be able to accommodate artwork that requires special utilities, such as electricity or water.

ATTACHMENT A

**REQUEST FOR DISPLAY OF ART WORK ON WESTSIDE ARTS FOUNDATION PROPERTY**

**ARTIST INFORMATION (please print)**

Name of artist \_\_\_\_\_

Local address \_\_\_\_\_

Local phone \_\_\_\_\_

Status: (circle one) Staff. WSAF Member. CAS Tenant. Private.

**ART WORK INFORMATION (to be completed by artist)**

Name of work \_\_\_\_\_

Type of work(Medium) \_\_\_\_\_

Description of work \_\_\_\_\_

Dimensions/weight \_\_\_\_\_

Price: \_\_\_\_\_

Does this need protection from the elements? yes \_\_\_\_\_ no \_\_\_\_\_

Ownership: (check one) retained by artist \_\_\_\_\_ donated to the Foundation \_\_\_\_\_

Does this have special utility requirements? yes \_\_\_\_\_ no \_\_\_\_\_

If yes, check all that apply: water \_\_\_\_\_ electric \_\_\_\_\_ other (specify) \_\_\_\_\_

**ARTIST STATEMENT AND SIGNATURE**

The artist accepts the requirements and limitations in the WestSide Arts Foundation Arts Display Process. The artist agrees that the Foundation has no obligations regarding security of, insurance of, vandalism to, or liability caused by any staff, students, Directors, or Board Members displayed on the Foundation property.

\_\_\_\_\_  
Artist - printed name Artist - signature date

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This section to be completed by Arts Display Committee and signed as indicated.

Is this artwork recommended for display? Yes \_\_\_\_\_ No \_\_\_\_\_

Basis of recommendation \_\_\_\_\_

\_\_\_\_\_  
Display Site \_\_\_\_\_

Set up date \_\_\_\_\_

Removal date if not sold \_\_\_\_\_

Signature of Artist Confirming Pickup of unsold Art Work \_\_\_\_\_

Date of Pickup of Unsold Art Work \_\_\_\_\_

Instructions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, WSAF Events/Executive Director, Date