



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