

Art in City Hall Program Policy and Procedures

City of Snellville, Georgia City Hall Art Policy

I. Purpose

Throughout history, the arts have been instrumental in creating unique public places that have yielded physical, social, and economic benefits for a community. The purpose of this policy is to provide a process for selecting and exhibiting in a limited, designated public forum art for the benefit of the City of Snellville and its residents. The artist (and/or owner) shall agree to loan the artwork for a period of time, subject to the terms and conditions set forth in this policy.

II. Selection Criteria

- A. **Solicitation, Jury Credentials and Review:** The City Art Jury shall solicit and review works of art propose for temporary display in Snellville City Hall. The City Art Jury may select themes and/or select artists or groups of artists to display their works. All members of the jury shall have significant experience and educational attainment in an art-related discipline. At least three people nominated by the Mayor and approved by the City Council shall serve on the City Art Jury who shall be governed by the attached Jury Procedure and Robert's Rules of Order Newly Revised, 11th edition until they shall adopt further by laws.
- B. **Criteria:** The City Art Jury will use the following criteria in reviewing works of art:
1. **Artistic Quality and Merit:** Due consideration will be given to the strength of the artist's concept, vision, execution, and craftsmanship.
 2. **Context:** Consideration should be given to the architectural, historical, Geographical and socio-culture of the City. The City Art Jury may also take into consideration the theme and context of the display.
 3. **Original Works:** All works of art on temporary display in City Hall shall be original works of art *not* a reproductive print or copy of another artist's work. The work must comport with themes and/or artists or groups of artists selected by the City Art Jury.
 4. **Residency:** Only works submitted by Georgia Artists but preference given to artists who live, work and/or attend school in the City of Snellville.
 5. **Prohibitions:** The City Art Jury shall reject for display works of art that are obscene or violate other state or federal laws.
 6. **City Personnel Policies:** Because the City functions as an employer and because City Hall is a workplace, and because employees must walk through the hall and foyer areas of City Hall where art is to be displayed on a frequent and continuing basis, all art displayed in City Hall shall meet the policies and procedures found in the employee handbook.
 7. **Safety:** Display of artwork shall not compromise the safety of employees or visitors to City Hall.

Art in City Hall Program Policy and Procedures

III. Policy

- A. Insurance:** The City does not insure the artwork displayed in City Hall. The artist who loans artwork for display in Snellville City Hall bears the risk of loss from damage, destruction, or theft of the artwork while it is in the care of the City of Snellville. The artist shall agree in writing to assume sole liability or responsibility for loss, damage, or theft of the artwork.
- B. Frequency:** The City Manager or his designee shall be responsible for planning art exhibitions at City Hall. City Hall art displays shall be hosted as often as is desirable and practical, taking into account the following facts and considerations: available funding, volunteer and staff availability, and coordination with the City Manager.
- C. Types of Display:** Art displays hosted or coordinated by the City may include competitions sponsored by the City, art displays featuring individual artists, themes and art displays featuring groups of artists.
- D. Location:** Artwork shall be displayed in the foyers and main corridor of City Hall or in any other location the City Manager deems appropriate. Artwork shall be displayed in a manner that does not unreasonably impede traffic or interfere with safety. Artwork may be physically separated from the main exhibit when, in the opinion of the City Art Jury, warranted under current community standards.
- E. Availability:** Displayed artwork shall be available for public viewing during regular City Hall hours and whenever City Hall is open to the public.
- F. Identification of Artwork:** Works of art may be identified with a title, size and the name of the artist in no greater than 16 pt. Times New Roman or Courier New font.
- G. Artist Bio:** For each exhibit there maybe one copy of a one page (no greater than 8" x 11 ½ ") biography of the artist displayed. Artists may include their contact information in the biography.
- H. Sales Prohibited:** Art shall not be sold in City Hall. Sales information shall not be posted or displayed with a work of art. Interested buyers shall contact the artist directly for sales information. The receptionist at City Hall may provide contact information for the artist if requested.
- I. Payment Prohibited:** The City (or any organization or person affiliated with the City) and the City Art Jury shall not accept payments to have art displayed in City Hall.
- J. Coordination:** City may work with other local art-centered groups as appropriate.
- K. Presentation:** All art submitted shall be finished and ready for display. Two-Dimensional visual works of art shall be matted by the artist unless it is an acrylic or oil work on canvas before the City will display the work in City Hall. Artists shall remain responsible for all costs associate with presenting, setting up, and taking down the display.
- L. Set-up/Take Down:** It shall be the responsibility of the artist to coordinate a time with City Hall to set-up and take down all works of art for display.

Art in City Hall Program Policy and Procedures

- M. Pick-up and Delivery/Abandonment:** Artist shall be responsible for delivering all pieces to be displayed to City Hall at a date and time to be coordinated by the City and the artist. Furthermore, artists shall be responsible for picking up their artwork once the exhibit is over. The City shall set a deadline for pick-up of artwork once an exhibit is over and shall provide notification of the deadline to the artists prior to set-up. A staging area will be provided for emergency purposes which will allow for no more than two weeks for the artist to pick up their work. This is to be used for only emergency purposes, i.e. death in the family. Any piece that is not picked up by the deadline and without notification of an emergency shall be treated as abandoned property subject to disposal without further notice under applicable laws.
- N. Two-Dimensional Works of Art:** City shall provide the means for display of two-dimensional works of art. Two-dimensional works shall not be mounted on the physical structure (i.e., walls, ceiling, etc.) of City Hall.
- O. Three-Dimensional Works of Art:** The artist may be required to provide the means for display of three-dimensional works of art.
- P. Complaints:** If a signed, written complaint is made by an employee or citizen of Snellville about a work of art on display, then the City Manager or designee shall notify the artist about the complaint and allow the artist an opportunity to immediately withdraw the work. Should the artist choose not to withdraw the work, the City Manager or designee shall hold a meeting between the artist and the complainant during which they will be given an opportunity to address the appropriateness of the display of the work of art. After the meeting, if the issue is still unresolved, the City Art Jury shall make the final decision on whether the work of art shall be removed, relocated, relabeled, or otherwise modified giving due regard and consideration to the artist's freedom to expression and due process under the First and Fourteenth Amendments in accordance with the forum in which the artwork is displayed.
- Q. Removal:** There shall be no removal or disguise of a work of art once it is placed on display unless and until the City Art Jury decides to do so, subject to the right of the Artist to remove it.

Art in City Hall Program Policy and Procedures

Jury Procedure

1. Artists submit a completed CITY OF SNELLVILLE APPLICATION AND AGREEMENT FOR LOAN OF ARTWORK.
2. Once a completed application is received, City Staff shall notify the Snellville Art Jurors so that arrangements can be made in a secure location for the work to be juried. It shall be in the sole discretion of the Snellville Art Jury to accept photographs of artwork in lieu of jurying the originals.
3. The Snellville Art Jury will determine whether each work meets the criteria and to give a score to each artist's work. Works that do not meet all criteria in the policy shall be eliminated from consideration.
4. Jurors rank the artists by assigning a numerical score and may add verbal and written Comments.
5. Jurors will evaluate work on a 1 – 7 scale with 7 being the highest score an artist can receive;
The following values are offered to assist in evaluating artistic merit:
 - a) 1 – not appropriate, no artistic merit
 - b) 2 – limited appeal, questionable artistic merit
 - c) 3 – acceptable with strong reservations, limited artistic merit
 - d) 4 – acceptable with reservations, some artistic merit
 - e) 5 – acceptable, has artistic merit
 - f) 6 – outstanding, has excellent artistic merit
 - g) 7- extraordinary, has exemplary artistic merit
6. Score sheets shall be submitted to City staff to calculate an average score. Any work receiving an average score of below a 2 shall not be exhibited. City staff will coordinate with the Snellville Art Jurors to arrange for the appropriate display of the remaining artwork.