



POLICIES AND PROCEDURES FOR ARTWORK DONATIONS, LOANS, AND EXHIBITIONS ON PUBLIC PROPERTY

Background:

Private individuals and agencies occasionally offer works of art as donations or loans to the City of Chattanooga or desire to display art owned by those individuals or agencies on public property. Similarly, individuals or groups may also wish to propose a public art project that would be temporarily or permanently installed on City property. These gifts and exhibitions are an important part of the City's growing art collection and presence in the public realm. Public Art Chattanooga has established policies and procedures for any unsolicited donations, loans, or exhibition proposals for the following reasons:

- Maintain the quality of the public art collection.
- Ensure that artworks are sited to the most suitable locations.
- Establish that there will be funds to protect, maintain, preserve, and conserve works of art on public property.
- Evaluate works for quality, safety, durability, and maintainability.

The Public Art Committee (PAC) is responsible for reviewing all gifts, loans, and public art exhibitions proposed by individuals, organizations, and neighborhood and community groups. The mayor-appointed committee is broadly representative of Chattanooga, including citizens, community leaders, artists, arts organization representatives, arts educators, and design professionals (registered architects, landscape architects, interior designers, and professional engineers). The committee is comprised of no less than 13 members, 3 of which are professional artists. The PAC can also include non-voting public art staff and other voting ex-officio members as may be needed.

Definitions:

Artwork Donations/Gifts/Loans:

- Unrestricted Donation/Gift – The donation of a work of art to the City without any restrictions placed on where it is sited.
- Restricted Donation/Gift – The donation of a site-specific work of art to the City.
- Loan – The loan of a work of art to the City, with or without restrictions placed on where it is sited.

Exhibitions/Artwork:

- Temporary Exhibition/Artwork – A proposed exhibition or work of public art installed temporarily on City property. Proposals may be site-specific or not.
- Permanent Exhibition/Artwork – A proposed exhibition or work of public art installed permanently on City property. Proposals may be site-specific or not.
- Exhibition of privately owned art on Public Property – A proposed exhibition of art not owned by the City but located outside the business or building of the art owner on City property.

Monetary Gift: Cash donations contributed to the Public Art fund.

Panel Review Guidelines:

PAC will review each donation, loan, and exhibition proposal on the basis of the criteria established below. Even works in a previously juried exhibition will be subjected to these criteria. Individuals or groups will be required to submit the relevant application and supporting materials when proposing a donation, loan, artwork or exhibition in order to insure that all criteria are addressed.

1. **Artistic Merit:** Does the artwork have strong artistic merit? Criteria include but are not limited to:
 - Durability and craftsmanship in fabrication.
 - Relationship of artwork to other works in the City Art Collection as a whole.
 - Appropriateness of artwork scale to the proposed site.
 - Appropriateness of artwork to other aspects of its surroundings, and artist's credentials and recognition.

2. **Site:** What type of site is proposed for the artwork? Siting criteria include but are not limited to:
 - Written evidence that location of artwork on the proposed site has been approved by the City department charged with oversight of that site.
 - If an artwork is designated in a neighborhood plan, is the proposed artwork consistent with the plan recommendations?
 - If the artwork is proposed for a site of regional significance (e.g. a regional park, an arterial route, a major civic building), does its scale and aesthetic quality merit a prominent location?

3. **Relationship to the City's Collection as a Whole:** How is the proposed gift compatible or incompatible with the City's public art collection? Criteria for compatibility include but are not limited to:
 - Does the artwork contribute to the diversity and breadth of the City's collection?
 - Is the artist's work already adequately represented in the City's collection?

4. **Safety, Maintainability and Feasibility:** Artworks on City property must be structurally sound, durable and resistant to vandalism, weathering, and excessive maintenance/repair costs and should not pose a threat to the safety of the public. Applicant must provide the following information for PAC review:
 - Adjacent/surrounding site conditions if applicable,
 - Dimensions
 - Materials
 - Colors
 - Power, plumbing or other utility requirements
 - Construction/installation method
 - Fabricator is qualified to install the work and carries adequate insurance to meet City standards.
 - Evidence the art will not pose a threat to public safety.

The PAC may require additional support materials such as text verbally describing artwork and specifications, structural and engineering drawings, models or presentation drawings.

Maintenance:

Public Art Chattanooga maintains records of all works on City property and oversees their maintenance. However, funds to maintain artworks in the City's collection are limited. Therefore, donors may be required to sign a maintenance agreement or establish a maintenance endowment to insure that artworks can be cared for adequately. Typically, a maintenance fund consists of 10% of the value of the work.

Procedures:

- A. Proposed donations, loans, and exhibitions should first be referred to the Director of Public Art Chattanooga. Staff will then assist individuals in identifying the appropriate application that must be submitted for review. Any questions regarding the application should be referred to the staff of Public Art Chattanooga.
- B. Completed and signed applications and supporting materials, including images or a maquette or rendering of artwork(s), should be submitted to Public Art Chattanooga and reviewed by staff for completion.
- C. The Public Art Committee will review applications and supporting materials according to the criteria outlined above and determine whether they will recommend to accept or reject the proposal. The Committee may attach conditions to its recommendations for acceptance or rejection of proposals.
- D. If a specific site is recommended for placement of the donated or loaned work or exhibition of private art on public property, the Committee will review the proposed site. The site will also need to be approved by appropriate City departments (Parks and Recreation, Public Works, City Engineers). If a site has not been proposed, PAC will work with the applicant to identify an appropriate location for the work of art or exhibition.
- E. If the city chooses to accept a proposal, Public Art Chattanooga will work with individuals or groups on contracts, timelines, and installation of artwork(s).
- F. If the work or exhibition has yet to be fabricated, PAC must be kept informed of the creation process with progress updates and scheduled studio visits.
- G. If the Public Art Committee and the City approve the exhibition of private art on public property, the owner of the private art must execute an agreement with the City whereby, among other things, the owner assumes liability for personal or property damage arising from the exhibition of that private art on public property.

Monetary Gifts:

Donors may contribute monetary gifts to the Public Art fund. These funds can go to the general fund for maintenance of the collection or towards the acquisition of a work of art at the discretion of the PAC. If the donor proposes a specific project or commission, the above procedures must be followed.