



City of Waukesha—City Hall Guidelines Rotating Public Art Displays

The City of Waukesha, through the Waukesha Public Art Committee, would like to invite artists and artist teams located locally, regionally, and throughout the United States to display their works of art in City Hall’s gallery space. Locked cabinet space is also available on the upper and lower floors for 3 dimensional pieces and smaller items.

ELIGIBILITY

1. We invite artists to submit a proposal for an exhibit of original 2D, 3D, wall hung artwork, and sculptures in all media that is appropriate for public spaces. Group shows must have a single contact person.
2. All two-dimensional art is to be framed, matted, or otherwise approved. **Displays must be mounted and dismantled by the artist or group of artists** based on the established schedule. This should be done when City Hall is open to the public during regular business hours or when public meetings are being conducted unless other arrangements are made. City Hall is open Monday through Friday from 8:00am- 4:30pm. Pieces should be put on display at the time discussed with staff. Fixtures will be provided for your artwork, but it is **your responsibility** to hang/display your work.
3. Artist(s) may request to be featured for a specific time, but all requests will be accommodated based on approval of the Public Art Committee and space availability. The minimum duration of any exhibit is one month. To be considered, artists should request an application form from the Community Development Department—

Waukesha City Hall
City Hall Art Gallery
201 Delafield St #200
Waukesha, WI 53188-3646 phone 262-524-3530 ex. 1602;

or printed from our website at: <https://waukesha-wi.gov/513/Community-Development>
and submitted to Sami at sfleischman@waukesha-wi.gov. **The application deadline is August 1 and a schedule will be created starting September 1.** Artwork displays will not be considered without an application form along with digital copies (JPG, GIF, or PDF) of the work they will be displaying at City Hall.

4. The Selection Sub-Committee of the Waukesha Public Art Committee will meet periodically to review applications and submit their recommendations to the entire committee for final approval. The Selection Sub-Committee has also been given the right to act on behalf of the entire committee and will communicate its findings should time constraints prevent communication at a regularly scheduled meeting.

SELECTION CRITERIA

The purpose of the City of Waukesha Art Exhibits is to offer enrichment and enjoyment to the citizens, visitors, and staff through the visual arts. **The art imagery and media should be appropriate for family viewing in public spaces with respect for cultural backgrounds and the Waukesha Community.** The proposed art exhibit should present a cohesive theme, excellent layout with a title and statement. It may be works from one artist or several artists. In its review, the subcommittee will apply the following guidelines to each item that is proposed for presentation in the exhibit:

- Art may not promote violence, unlawful or illegal goods, services, activities, or infringe on any copyright, trade or service mark, title or slogan.
- Art may not demean or disparage individuals or groups on the basis of race, color, religion, national origin, ancestry, gender, age, disability, ethnicity, or sexual orientation.
- Art may not promote a particular political party or candidate.
- All displays must meet existing city policies as well as State and Federal laws on obscenity, libel, defamation of character or invasion of privacy.
- Any changes to the proposed collection of work must be communicated to the committee or subcommittee for approval in advance of the exhibit.

The Selection Sub-Committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the subcommittee is mindful that all segments of the community and all age groups use the display area. The subcommittee reserves the right to choose and reject the artwork on display.

Each work must feature a **card containing the title of the work, name of artist and media used.** No other information, including pricing, may be included. **The title card may be hung on either the fixture or the art piece,** but may not be taped or hung on the wall.

Artists that have had their works on display at City Hall previously are welcome to apply for future displays. However, **80% of the City Hall gallery exhibit cannot be artwork that has already been displayed** in our galley.

Additionally, art will be photographed for a public presentation. A presentation will be given to the City of Waukesha Common Council during the exhibit period. Artists should plan to attend this meeting and will be in contact with the City of Waukesha to find a suitable meeting.

Artist(s) or a designated group representative must provide a complete list of the art to be displayed along with the value of said work. This list should also include contact information for each artist. The City agrees to insure the artwork on display in City Hall through its existing insurance policy upon receipt of the complete list of artworks to be displayed. In the event of damage, the Loaning Entity may file a claim with the City's insurance carrier.

This policy may be modified by action of the Waukesha Public Art Committee and approval of the Waukesha Common Council.

MAINTENANCE AND REMOVAL

Maintenance for the artwork displayed at City Hall will be the responsibility of the artist. Any artwork displayed that had not been maintained or is not retrieved at the end of the designated time will be removed by the City. **The City will contact the artist 15 days prior to the take down via email.** Maintenance includes but is not limited to cleaning, restoring, re-erecting, replacing, and/or repairing as needed. Any artwork displays taken down by the City of Waukesha must be claimed within two months of removal. **The City will contact the artist 15 days before the 2-month period via certified mail to retrieve the art pieces.** After this time, unclaimed pieces of art will become the property of the City of Waukesha and shall be stored or disposed of as the City deems reasonable.

I have read the guidelines and consent to this agreement with the City of Waukesha.

Signature

Date

Please include this signature page with your Application for Review.