

Art Exhibit Application

Thank you for your interest in exhibiting your artwork in a City of Moreno Valley facility. Please complete the following application and submit it to the City's Parks and Community Services Department at 14075 Frederick Street, P.O. Box 88005, Moreno Valley, CA 92552-0805.

Artist Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mailaddress: _____

Please describe the work of art you wish to exhibit. Include any information not readily conveyed by the photographs or digital representation you have submitted with this application (e.g. details, techniques, unique characteristics.) The information you provide here, along with your photographs or digital files, will form the basis for the City's Arts Commission selection: _____

Please complete the following information:

The size of the work of art to be exhibited: _____

Approximate commercial value: _____

Preferred exhibition period (check only one box):

- January 1- April 30
- May 1-August 31
- September 1-December 31

Have you previously exhibited this work of art elsewhere?

If so, list where and when: _____

continued on back





Follow these steps when submitting samples:

- Provide 5 images/photographs of each art piece that you are submitting for placement consideration. **All pieces must be ready to hang with wire, no saw tooth hangers will be accepted.**
- All images should clearly note the title of the work, dimensions, medium, and the name, address, telephone number of the artist.
- Remember to include a copy of your application with your images.
- Submit the appropriate insurance paperwork or include a signed original of the release of liability form that is attached to this application.

If you have any questions, please contact the City's Parks & Community Services Department at 951.413.3701.

You may submit your materials via:

Mail:

City of Moreno Valley
Parks & Community
Services Department
P.O. Box 88005
Moreno Valley, CA 92552-0805

In Person:

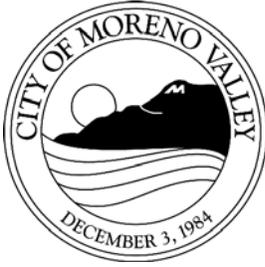
City of Moreno Valley
Parks & Community
Services Department
14075 Frederick St.
Moreno Valley, CA 92553

Signature

By signing below and submitting this application, the applicant certifies that he or she has read and understands the City of Moreno Valley *Art Loan Policy* and agrees to comply with the contents thereof. The applicant further understands that he or she will exhibit his or her work of art at his or her own risk and that the City of Moreno Valley assumes no responsibility for the exhibit. **The applicant agrees to provide all art pieces ready to hang with wire, no saw tooth hangers will be accepted.**

Sign: _____ Date: _____

Print Name: _____



Parks & Community Services Department

14075 Frederick Street
P. O. Box 88005
Moreno Valley CA 92552-0805
Telephone: 951.413.3701
FAX: 951.413.3719

City of Moreno Valley Art Exhibit and Loan Agreement

This agreement is entered into by the City of Moreno Valley and the Artist who is lending their work of art to the City subject to the City of Moreno Valley's *Public Art Exhibit Policy*.

Exhibit Information

Name of Artwork: _____

Exhibit Location: City Hall , 14177 Frederick Street, Moreno Valley, CA 92553

Exhibition Start Date: _____ Exhibition End Date: _____

Artist Information

Artist's Name: _____ Daytime Phone Number: _____

Street Address: _____ Apt. Number: _____

Email Address: _____ Fax Number: _____

Contact Person (if other than you): _____ Phone Number: _____

Loaned Object Description

If multiple objects are loaned, please attach detailed schedule information. For each object, answer all questions indicated below.

Description of Medium: _____

Date Created: _____ Approximate Commercial Value: \$ _____

Painting, drawing, photo size (H x W, excl. mat & frame): _____

Frame (H x W x D): _____ Condition: _____

I agree to loan the City of Moreno Valley the item described above for the exhibition dates listed above at no cost to the City. I agree to the City of Moreno Valley's *Public Art Exhibit Policy*. I understand that failure to meet the requirements of the *Public Art Exhibit Policy* may result in the cancellation of the loan/exhibit. I understand that I retain ownership of the artwork during the exhibition period.

Artist Signature

Print Name

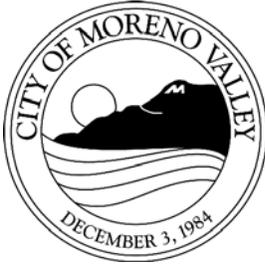
Date

City Representative

Title

Date

Approved by the City Attorney: 04/21/2011



Parks & Community Services Department

14075 Frederick Street

P. O. Box 88005

Moreno Valley CA 92552-0805

Telephone: 951.413.3701

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City of Moreno Valley Art Exhibit Release of Liability

By signing below, I _____, hereby agree as follows:

- 1) I have received and read the City of Moreno Valley Public Art Exhibit Policy for City Facilities and agree to abide by all its rules and regulations.
- 2) I assume complete responsibility for the transportation of my artwork to and from the City's Parks and Community Services Department on the dates coordinated for the installation and removal of my exhibit by the City and will timely install and remove my exhibit as directed by the City.
- 3) I unconditionally release the City of Moreno Valley, the Moreno Valley Housing Authority (HA), and the Moreno Valley Community Services District (CSD), and all its officers, agents, and employees from any liability in connection with or arising out of the display of my artwork at a City facility.
- 4) I will not hold the City of Moreno Valley, the Moreno Valley Housing Authority (HA), and the Moreno Valley Community Services District (CSD), and all its officers, agents, and employees liable for any damage, destruction, loss or theft to my artwork in connection with or arising out of the display of my artwork at a City facility regardless of the cause of such damage, destruction, loss, or theft.
- 5) I will leave the space in the City facility in the same condition as it existed when the exhibit was installed, as determined by the City in its reasonable discretion, and I will be responsible for making any repairs to the City facility that the City determines are necessary as a result of the display of my artwork in the City facility.
- 6) I fully assume liability for any and all damages to the City facility resulting from my exhibit and will reimburse the City for any such damage in the amount determined by the City.

Printed Name

Signature

Date

Address

Phone Number

Witness Signature

Date

Art Loan Policy

PURPOSE: To establish submittal procedures and selection criteria for the loan of works of art to the City to be displayed at the City's sole discretion at city facilities in order to benefit the City and its residents.

DEFINITIONS:

For the purposes of this policy, the following items shall have these definitions:

“Artist” is a person who possesses skill, training and/or experience in his or her artistic discipline and is active in and committed to his or her art practice.

“Art” is the use of skill and imagination in the creation of aesthetic objects, environments, or experiences that can be shared with others.

“Commercial entity” is a for profit business/corporation that manufactures, distributes, markets, or sells works of art, whether they are original works of art or reproductions. Individual artist who sell their works or art for personal profit are not considered commercial entities.

“Community art” refers to the pieces of art that have been created by local residents in Moreno Valley.

POLICY:

I. Introduction

The City of Moreno Valley, on occasion, may wish to display works of art in city facilities to enhance the aesthetics of the facility. As such, this policy shall provide guidelines for the submittal, selection, display, and removal of community art for these areas. The City's Arts Commission is appointed by the City Council and shall recommend works of art to be displayed at a city facility to the City Manager utilizing this policy for proper procedures and guidance in selecting appropriate works of art for display. The City Manager has the final authority to approve all artwork to be displayed at city facilities. All works of art will be on formal loan to the City and will be displayed at the sole discretion of the City.

II. Submittal Process

A. Artists must obtain an application from the Parks and Community Services Department and submit no fewer than five and no more than twelve pieces of art 90 days prior to the exhibit date. Artists must provide one complete set of images, whether they are photographs or a digital file, per work of art submitted for consideration. On the back of each photograph, or with each digital file, the title of the work, dimensions, medium, and the name, address, telephone number of the artist must be included.

B. After an initial review, the Arts Commission may request that the artist submit or make accessible the actual work of art at no cost to the City. The Arts Commission will determine the specific pieces of art to be recommended to the City Manager for exhibit in accordance with Section III of this policy.

III. Selection Criteria

A. Only works of art submitted by artists who reside, work, or who were born in Moreno Valley as well as works of art submitted by family members of deceased artists who resided, worked or were born in Moreno Valley will be considered for display. Works of art submitted by a commercial entity will not be considered.

Art Loan Policy

- B. The City's Arts Commission shall review all applications and works of art that comply with the submittal process established by this policy.
- C. All works of art shall be original works of art, not a reproduced print or copy of another artist's work. The work of art must comply with the conditions listed in this policy.
- D. All works of art shall be on formal loan to the City. The display of the loaned artwork is at the sole discretion of the City.
- E. All works of art must be either gallery wrapped canvas or suitably framed with hanging apparatus (screw eyes and wire only). All frames and mounting arrangements must be securely constructed. Work that is fragile or whose framing or display arrangement is of questionable durability may be rejected.
- F. Works of art will not be exhibited if any of the following conditions are met:
- (1) The work of art is very large and difficult to display due to its size and weight.
 - (2) Contains materials which are inherently dangerous or unstable.
 - (3) Made out of materials which may decay if not kept and displayed in the optimum environmental conditions as these conditions can not be guaranteed in a city facility.
- G. Once a work of art has met the above display criteria the Arts Commission will evaluate each work of art to determine which works of art, if any, will be recommended to the City Manager for exhibit. The Arts Commission will carefully assess each work of art for the following items:
- (1) Quality –the inherent quality of the artwork(s) being submitted for the exhibit
 - (2) Media –Due to the space restrictions of the exhibit areas only media that can be reasonably accommodated in the designated exhibit area will be considered. Artwork can not extend excessively out from the wall and intrude into the walkway.
 - (3) Style – Artworks of all schools, styles, and tastes will be considered for exhibit with the exception of those works of art meeting the criteria listed in Section F.
 - (4) Nature – Works of art should be appropriate in scale, material, form, and content for the immediate, general, social, and physical environments in which they will be displayed.
 - (5) Diversity – The Art Loan Policy shall strive for diversity of style, scale, media, and artists, including ethnicity and gender.
- H. If there is more artwork submitted than allowed for by the space constraints of the designated area for the exhibit, the Arts Commission will decide which pieces of art will be recommended for exhibit based on the criteria listed above. All other works of art will be returned to the artists and may be resubmitted for consideration for future exhibition. The City reserves the right to display no artwork for a particular exhibit period.

IV. Installation

The Arts Commission will make a recommendation to the City Manager as to which pieces of art should be exhibited at a specific city facility. Once the artwork and location is approved by the City Manager, the City's Facilities and Maintenance Division will install the works of art at the direction of the Arts Commission.

All contractual requirements with the artist will be overseen by the City's Parks and Community Services Department, including all loan agreements. All works of art will be reviewed for their condition upon receipt by the City and any problems found with the artwork will be referred to the artist for resolution.

Art Loan Policy

Within two weeks of being notified that a submission has been accepted for exhibition, the artist must contact the City's Parks and Community Services Department to confirm the exhibition dates as well as any other deadlines. Artists are responsible for delivering their work(s) of art to the City at least five business days before the opening of the exhibition.

Sales information shall not be posted or displayed with a work of art while it is on exhibit in a city facility.

V. **Removal of Artwork**

Artists are required to pick up their works of art from the City within two business days of the conclusion of the exhibit. The City does not accept any responsibility for artwork not picked up within the designated time frame. Any piece of art that is not picked up by the deadline shall be treated as abandoned property subject to disposal without further notice under applicable laws.

As all works of art are on formal loan to the City, and are displayed at the sole discretion of the City, any work of art may be removed from an exhibit without notification to the artist. No reason for the removal of the loaned artwork from the exhibit will be given to the artist.

VI. **Insurance**

A. The City will not assume responsibility for damage or theft of any work of art that is on display in accordance with this policy except as set forth in Section D below.

B. The artist will acknowledge that a risk of damage, loss, vandalism, or theft is inherent in a public display.

C. If the artist has property or casualty insurance that covers the artwork, and if damage, loss, vandalism, or theft occurs to the artwork while it is on loan to the City, then the artist must seek payment from their insurance company, whose insurance coverage is primary to the City's self-insurance.

D. Regardless of whether the artist has property or casualty insurance, the City's liability to the artists for damage or vandalism to, or loss or theft of, the artist's work of art is limited to the following:

a. **Damage, Loss or Vandalism.** The City will exercise due care in handling and exhibiting the artist's artwork. The artist (1) will release and hold harmless, (2) will not make a claim against or sue and (3) waives the right of recovery against the City and its officers, agents, or employees for damage or vandalism to, or loss of, one or more of the artist's artwork, arising out of a person's negligent or intentional act, or other act, however caused.

b. **Theft.** The City will be liable for theft of an artwork on loan only when it is stolen by an officer, agent, or employee of the City once convicted by the District Attorney's Office. The maximum liability the City will assume is \$500.00.

c. **Liability Insurance.** Before the artist delivers any work of art to the City, the artist must furnish satisfactory evidence of liability insurance by delivering to the City a "certificate of insurance" and "an additional insured endorsement" listing the City of Moreno Valley, the Community Redevelopment Agency of the City of Moreno Valley (RDA), and the Moreno Valley Community Services District (CSD). The artist's insurance company or its agent must sign these documents, which must state that the artist's insurance policy is primary to the City's self insurance and insurance policy, applies separately to each insured, and provides 30 days written notice to the City before the insurance company cancels, non-renews, or reduces the policy's coverage. With approval from the City's Risk Management Division, the Liability Insurance requirement can be waived if the artist signs the City's Art Loan Release of Liability form.

Art Loan Policy

VII. Terms For Artwork Loans

- A. A time period for the loan must be specified.
- B. The artist must sign a loan agreement with the City.
- C. All loan agreements and liability insurance requirements must be received 30 days prior to the exhibition date.

VIII. Administration of the Art Loan Policy

The Parks & Community Services Department, along with the City's Arts Commission, will administer the Art Loan Policy for the City of Moreno Valley. The City Manager will review the artwork recommended for exhibit at a city facility by the Arts Commission and has the final authority to approve the display of any loaned artwork for exhibit at a city facility.