



Student Art Display Policy Extension of Glendale's Life Long Learning Classes

Effective November 1, 2011

Purpose & Mission

The City of Glendale's Community Services and Parks department (CSP) is offering display space, free of charge, for art created by students enrolled in, or instructors providing lessons for, an art class as part of the Life Long Learning Program (LLL) offered through CSP. Offering space for art displays is a way for the City to integrate and foster public awareness of the arts and culture into the daily life of the people in Glendale. Visual art enhances public spaces and invites public participation and interaction. Furthermore, student art displays will encourage public participation in the arts and allow students/instructors to recognize the value of their work, and art in general, through public appreciation. CSP would also like to use this opportunity to publicize the classes that are offered through the LLL program and encourage participation in the arts.

Who Can Apply For Use of Space

Display space is open to all students enrolled in, or instructors providing lessons for, an art class through the LLL Program within the last 12 months.

Types of Acceptable Artwork

CSP encourages exhibitions of paintings, photography, sculpture, crafts, graphic arts, mosaics, stained glass, animation, mixed media and other forms of artistic expression for civic, cultural, educational and recreational purposes created as part of the LLL Program.

Proposal Submission Timeline

Proposals may be submitted when the art piece is available for display. Space availability will be on a first-come, first-served basis pending approval of the proposal. Staff will respond to proposal submissions (approved/denied/further action necessary) within 30 days of receipt of the Application for Student Art Display.

Application for Use

The Applicant submitting an application for exhibition of artwork must present a proposal and a portfolio of the images requesting to be display following the Application Guidelines and Artwork Guidelines. A submission of a proposal does not guarantee acceptance.

Application Guidelines

The following application materials are required:

1. Completed Application (including a choice of desired location for the exhibit)
2. A detailed description of the proposed exhibition including:
 - Number of pieces submitted for display
 - Art Media
 - Title of art work

- Dimensions (for each piece if multiple pieces)
- Weight (for each piece if multiple pieces)
- Maintenance requirements
- Display requirements
- Picture of art work(s)

Please mail or hand-deliver application materials to:

Administration Office
c/o Teresa Aleksanian
613 E. Broadway, Rm 120
Glendale, CA 91206

Artwork Guidelines

Student art will be displayed in facilities visible to the public. Glendale is a diverse community with a long standing tradition of respect for the dignity and contribution of all members of the community. Therefore, the artwork must contain text, or graphics, or both, that are suitable for all ages and the community.

Display material must not contain text or graphics, or both that:

- Is likely to:
 - incite or produce an imminent lawless act
 - disrupt the orderly operation of the facility exhibiting the art
- Is integral to criminal conduct or is in violation of the law
- Infringes on an intellectual property right (e.g. copyright, patent, trade or service mark)
- May reasonably be construed as :
 - False, fraudulent or defamatory
 - Obscene matter, as defined in California Penal Code Section 311 or any successor legislation
 - Harmful matter for minors as defined in California Penal Code Section 313 or any successor legislation.
 - Child pornography, as defined in 18 U.S.C. Section 2256, or California Penal Code Section 311.1(a) or 311.2(b), or any successor legislation.

Art Approval

Staff will evaluate the proposed exhibits based on the Artwork Guidelines for appropriateness for display. If approved by the CSP Director's designee, staff will contact the applicant to schedule the facility and process the contract documents. If the applicant wants to appeal the decision made by the Director's designee, they may do so with the CSP Director.

CSP staff reserves the right to reject any proposal which in the judgment of the CSP Director or his designee, violates the criteria described in this Student Art Display Policy.

Approval Criteria

All proposals will be considered in terms of the standards listed below:

- Relevance to the CSP Life Long Learning Program
- Subject does not violate Artwork Guidelines and is suitable for intended audience

- Dates of previous displays by applicant
- Appropriateness to site (size, content, safety for public, accessibility, sharp edges, etc.)
- Maintenance that City may have to perform before, during, or after installation
- Ease of installation

Facilities Available for Display Space

See Exhibit I

Artwork must conform to the space restrictions of the exhibit area provided.

Sculptures may only be displayed at Brand Studios.

Exhibit Guidelines

In presenting the exhibits, the CSP department does not in any way endorse or support the artist's viewpoint, opinion, position, or message.

Displays will include a sign stating the name of the instructor and LLL class exhibiting the art work.

The City reserves the right to photograph and/or have photographed all works of art for promotional and/or record keeping purposes.

Responsibility of the Exhibitor

- The Exhibitor must sign and comply with the rules outlined in a contract.
- Each piece must be appropriately framed, assembled, and wired for hanging. If the art piece(s) will not be hanging on a wall, then it is the artist's responsibility to provide stands, easels, etc. to display their work.
 - ***For facilities that can hang artworks on the walls:*** It is the responsibility of the Exhibitor to provide the art pieces in hanging condition. Pictures must be wired and framed for hanging. The frame should be plexiglass in order to avoid broken glass if it breaks for any reason.
 - ***For facilities that can not hang artworks on the walls:*** Facilities will not provide stands/easels for art display. If the Exhibitor proposes to use a facility that will not allow art to hang on the walls or the artwork requires a stand or easel to be displayed, the Exhibitor will have to provide for that.
- The Exhibitor must deliver the artwork to the facility where it will be exhibited as stated in the contract.
- The Exhibitor must pick up the art from the facility by the specified date in the contract as the facility will not provide storage for the property of the Exhibitor. Art that is not picked up by the date specified in the contract will be treated as unclaimed property in accordance with Chapter 2.100 of the Glendale Municipal Code.

Responsibility of CSP Staff:

CSP staff will be responsible for :

- Hanging the pre-wired and delivered art at the facilities.
- Creating and placing a sign identifying the instructor and LLL Program exhibiting the artwork.

- De-installation of artwork on the date specified in the contract.

Exhibit Time Limits

The artwork will be displayed for the period of time stated in the Student Art Display Agreement signed by both parties, not to exceed one month.

Sale of Artwork

Sale of artwork is prohibited while the artwork is displayed on City property.

Reception

Exhibitors who would like an opening reception are welcome to organize one at their own cost. CSP will designate one day for an opening reception upon request, if it does not interfere with facility operations or require additional staff to open the facility. The reception may only be for art pieces approved to be exhibited.

The use of CSP's facilities for a reception is subject to the terms and conditions contained in the "City of Glendale Park and Facility Reservation Policies-Community Buildings."

Cancellation

CSP reserves the right, without notice, to cancel the use of the display space by an Exhibitor if the Director determines that the display space is needed for CSP/City purposes. Staff shall notify the Exhibitor of the cancellation, if reasonably possible, prior to the day of the event.

Liability

The Exhibitor acknowledges that a risk of damage, loss, vandalism or theft is inherent in a public display. Regardless of whether the Exhibitor has property or casualty insurance, the City is not responsible or liable to the Exhibitor for damage or vandalism to, or loss or theft of, the art.

CSP does not provide insurance coverage for exhibited items. There will be no special security provided for art work during the exhibit. The Exhibitor must complete and sign a liability waiver form, called Student Art Display Agreement, listing the contents of the display and releasing the City, its officers, employees, or agents from liability in the case of the artwork's damage, loss, or theft.

Exhibit I

List of Facilities Available for Display

1. Adult Recreation Center
2. Sparr Heights Community Center
3. Pacific Park Community Center
4. Maple Park Community Center
5. Brand Studios