



### **SECTION 1. Purpose**

To provide opportunities for the temporary exhibit of art work consistent with available designated space in the Southeast Regional Library (SERL) and to showcase artists, promote awareness and foster education regarding art in the community. Nothing in this procedure shall create or cause a Gilbert building to become a public forum for the dissemination, debate, or discussion of public issues.

### **SECTION 2. Policy**

To set clear guidelines which facilitate the implementation of art and culture at the Southeast Regional Library for the highest benefits for all who experience it and to (i) assure uniform and fair treatment of all persons wishing to display public art at the library, (ii) prohibit offensive or inappropriate public art at the library, (iii) set forth consistent procedures for accepting public art for temporary display, (iv) create opportunities for artist engagement, (iiv) comply with applicable laws and policies related to the use of Gilbert Town property.

### **SECTION 3. Priority of Use**

The following users are authorized to apply for display of public art, with the following priority: (When applications are received at the same time):

1. Town of Gilbert
2. Gilbert Unified, Higley Unified, Chandler Unified School District, and Charter Schools and local Colleges affiliated with the Community (not listed in any priority order)
3. Gilbert-based Community and Civic Groups
4. Other Non-Profit Charitable Groups, Civic organizations
5. Individual artists

### **SECTION 4. Procedures and Regulations**

1. An application must be submitted to the Parks and Recreation Department for review.
2. Individuals or groups of artists may apply to display works of art. Applications will be processed on a first-come, first served basis based on the priority of use if applications are received at the same time.
3. A committee comprised of two (2) Gilbert staff will review applications and submit recommendations to the Parks and Recreation Director for final approval.

#### **Selection of public artwork should meet these criteria:**

- Is appropriate in subject, technique, and style for intended location and audience.
- Is appropriate for public viewing, is free of unsafe conditions and unable to cause harm.
- Does not promote the financial profit of any individual, organization or commercial enterprise.
- Does not promote violence, unlawful or illegal goods, services or activities, or infringe on any copyright, trade or service mark, title or slogan.
- Does not de-mean or disparage individuals or groups on the basis of race, color, religion, national origin, ancestry, gender, age, disability, ethnicity or sexual orientation.
- Does not promote a particular political party, candidate, religious or political message, include obscenities, be defamatory or result in an invasion of privacy.
- Does not promote goods or behavior or contains images that are inappropriate for family enjoyment.

#### **Selection and Approval Process:**

- Exhibits will normally be limited to a period of approximately one month. Exceptions may be made based on availability.

- Gilbert staff will install between the 1<sup>st</sup>-5<sup>th</sup> of the month and uninstall between the 25<sup>th</sup>-30<sup>th</sup> of the month.
- To be considered, groups should request an application a minimum of 45 calendar days prior to the requested set up date.
- Individual artists or groups of artists may apply to display works of art.
- Applications will be processed on a first come, first served basis.
- Any changes to the proposed collection of work shall be communicated to Gilbert staff prior to display dates and is subject to staff approval.
- The Town of Gilbert reserves the right to approve or disapprove all exhibit requests, to give final approval for the layout of the exhibit, and to make all decisions regarding the length of exhibit, location of the exhibit, arrangement of the exhibit, placement of the exhibit within a space, and content of publicity.
- Artists shall provide their own insurance coverage for the displayed artwork if necessary, and the Town may request proof of insurance from the artist. Town of Gilbert does not assume responsibility for vandalism or other damage to artwork displayed in or on Town property.

### **SECTION 5. Guidelines for Art Installation**

- Artists are solely responsible for the timely arrival and retrieval of their artwork.
- Artwork will not be accepted prior to the installation day and time as scheduled.
- Each artwork may have a plain white card (maximum size 3.5 x 5 inches) containing only the title of the work, name of artist, and media attached.
- One clear 11 x 14 frame, which fits an 8 ½ x 11 sheet, will be posted in the area for groups to post statements of artwork or to identify group.
- Artist(s) or designated group representative shall provide a complete list of artwork to be displayed and should also include contact information for group representative.
- All two dimensional art shall be framed, unless it is 1" gallery wrapped, and must be wired for hanging. Frames do not need to match.
- The artwork shall be displayed in the lobby hallway within the SERL. Acceptable size of display pieces is determined according to the location, with a maximum number of 12 items hanging at any one time.
- A picture hanging system is provided to display hanging art. Maximum weight for any hanging piece is 50 pounds.
- Only designated Gilbert staff is permitted to install artwork.
- Works must remain on display throughout the designated period.
- Groups/Artists must remove artwork no later than two days after the end of the display period unless written arrangements have been made prior to the exhibit.



**Gilbert, Arizona**  
**Rotating Art Exhibit Application Form**

Thank you for your interest in Gilbert's rotating art exhibit. Please complete the following application and return it with a CD or USB drive containing jpeg examples of your work.

Artist (s) \_\_\_\_\_

Organization/Contact (if applicable) \_\_\_\_\_  
(Multiple artists can apply under one organization, but one exhibit coordinator must be identified.)

Date of Application \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Select Category: Student Work: \_\_\_\_\_ Professional Artist: \_\_\_\_\_ Citizen Art Contributor \_\_\_\_\_

Select Theme: Cultural: \_\_\_\_\_ Nature: \_\_\_\_\_ Youth oriented: \_\_\_\_\_

Patriotic: \_\_\_\_\_ Community: \_\_\_\_\_ Gilbert Heritage: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Please describe the work you wish to exhibit. Include any information not readily conveyed by your jpegs (details, technique, unique characteristics):

Size: H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_ Medium(s) \_\_\_\_\_

Please indicate the following:

The ideal number of works you would like to exhibit (Maximum 12)

Is there a 4 week period during which you prefer to exhibit? \_\_\_\_\_

How will the artwork be installed? Include any special considerations: \_\_\_\_\_

Have you exhibited your artwork elsewhere previously? If so, list most recent exhibit, stating where & when:

**Please send submission CD or USB drive and art exhibit application to:**  
**Gilbert Parks and Recreation**  
**Attention: Karen Jones**  
**775 N. Greenfield Rd.**  
**Gilbert, AZ 85234**  
**karen.jones@gilbertaz.gov**

**Gilbert, Arizona  
Rotating Art Exhibit  
Release Agreement (hold harmless)**

Name/Organization \_\_\_\_\_

Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

**Please date, sign and attach an itemized list of display articles.**

Installation Date \_\_\_\_\_

Removal Date \_\_\_\_\_

I, the undersigned, have received and read a copy of the Town of Gilbert Rotating Art Exhibit Guidelines and agree to abide by all its rules and regulations. I understand that in offering my works of art to be displayed, that I release the Town of Gilbert and Town employees from any liability for injury or damages, destruction, loss, or theft of any item or items that may occur during the display period or during installation or removal of the exhibit.

Signature of Exhibitor /Exhibit Coordinator \_\_\_\_\_

Date \_\_\_\_\_