



City of Waukesha - City Hall Guidelines Rotating Public Art Displays

In addition to its permanent Waukesha History collection, City Hall (through the Waukesha Public Art Committee) offers gallery space for city of Waukesha artists to display works of art. Locked cabinet space for smaller items is also available.

ELIGIBILITY

1. The City of Waukesha invites artists and artist teams located locally, regionally, and throughout the United States 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 or matted. 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.
3. Artist(s) may request to be featured for a specific time period, 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, 201 Delafield St # 200, Waukesha, WI 53188-3646 – phone 262-524-3750 ideally a minimum of 45 calendar days prior to the event. Artwork displays will not be considered without an application form along with digital copies (JPG) 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 via e-mail 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 a Statement. It may be works from one artist or several artists. In its review, the sub-committee will apply the following guidelines to each item that is proposed for presentation in the exhibit:



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- 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 sub-committee (rather than entire committee) 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 sub-committee is mindful that all segments of the community and all age groups use the display area. The sub-committee has the right to reject the artwork on display.

Each work must feature a plain white card containing only the title of the work, name of artist and media. No other information may be included.

Artist(s) or designated group representative must provide a complete list of artwork 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 artwork 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 display that has 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 removal via certified mail. Maintenance includes but is not limited to cleaning, restoring, re-erecting, replacing, and/or repairing the art as needed. Any Artwork displays taken down by the City of Waukesha must be claimed within two months of removal. After this time, unclaimed pieces of art become the property of the City of Waukesha and shall be stored or disposed of as the City deems reasonable.