



CITY OF RIVER FALLS, WI

CITY HALL DISPLAY POLICY

Revised February 2018

FINANCE DEPARTMENT | 222 LEWIS ST. | SUITE 202 | RIVER FALLS, WISCONSIN

City Hall Display Policy

STATEMENT OF PRINCIPLES

The City of River Falls is excited to provide an opportunity for artists in River Falls and the surrounding area to showcase their artwork in City Hall. Thank you for sharing your artwork and your passion with the City!

The City Hall Display Policy is in recognition of the need for guiding rules or principles prior to the display of artwork throughout the City Hall. The rules, regulations, statements and procedures set forth in this policy are not final answers to every, or any, given problem. These guidelines should be studied and interpreted in terms of the changing needs of the City.

The City subscribes to the following principles for exhibit spaces for City Hall:

- The City shall make exhibit spaces available to the public they serve on an equitable basis.
- As an institution, the City welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of art, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The City reserves the right to reject any display or item.
 - As a rule, the City will not accept any exhibit item that is political in nature, involves nudity, or religion.
- An Exhibit Selection Committee shall be created consisting of the River Falls Communication Coordinator, the Library Event Coordinator, Public Works Supervisor, one additional staff member, and a citizen that is involved in community arts. The Exhibit Selection Committee will make decisions regarding acceptability and appropriateness of exhibits.
- The City assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in City Hall are done so at the owner's risk. Insurance coverage will not be provided by the City.
- Areas available to the public for displays and exhibits are: the walls forming the perimeters of the main and lower level floor lobbies (see Attachment C "Installation Locations for Exhibit Items in City Hall" document).

DISPLAY POLICY

Displays Proposed by Groups & Individuals

1. The exhibit areas may be reserved for use by educational, cultural, civic, and governmental groups. No admission fee will be charged.
2. Exhibits and displays will generally be displayed according to the schedule listed in number 10. Proposals will be considered depending on the basis of space availability. If necessary, proposals will be juried by the Exhibit Committee or their appointees. Decisions are final.
3. 2D items are preferred due to exhibit areas space.
4. Purely commercial use of the exhibit space is prohibited.
5. Acceptance of a proposal by any group or individual shall not imply endorsement or approval by the City. A disclaimer so stating shall appear in the display area. Each display will have a card indicating who prepared it and who to contact for information.
6. All items for display shall be submitted ready for exhibit. The City will not furnish construction paper, letters, or other supplies. Approved adhesives may be applied to the walls.
7. The City staff will be in charge of setting up and taking down displays. Display setup will take place during normal City Hall business hours (Monday through Friday 8 a.m. to 5 p.m.).
8. Exhibit items will be picked up in a timely manner following the conclusion of the display or exhibit. If, after 30 days and two contacts by the City, items are not picked up, or if arrangements to do so have not been made by the owner, the City shall consider items to be a donation. After the time period described above, the City may keep or dispose of item as meets the needs of the City, or as is dictated by available storage space.
9. Exhibit items submitted are done so at the owner's risk. The City accepts no liability for damage or theft, although great care will be taken when handling the exhibit items and every effort will be made to keep them safe. Insurance coverage will not be provided by the City.
10. When submitting artwork, please submit Attachments A and B along with a digital photo of the artwork to CityHallArt@RFcity.org. The schedule for when artwork will be accepted and displayed is as follows:

Submit Artwork By:

December 1

February 1

June 1

September 1

Artwork Displayed By:

January 1

April 1

July 1

October 1

Displays Solicited by the City

1. As part of a themed gallery exhibit or other displays throughout the building, the City may solicit items. There is no stated or implied guarantee that items submitted in response to such a request will be displayed. Final decisions on which submission to use are to be made by the City.
2. Artwork or other items submitted for display are done so at the owner's risk. The City accepts no liability for damage or theft, although great care will be taken when handling them and every effort will be made to keep them safe. Insurance coverage will not be provided by the City.
3. Exhibit items will be picked up in timely manner following the conclusion of the display or exhibit. If, after 30 days and two contacts by the City, items are not picked up, or if arrangements to do so have not been made by the owner, the City shall consider items to be a donation. After the time period described above, the City may keep or dispose of item as meets the needs of the City, or as is dictated by available storage space.
4. The City will not promote or facilitate any sales of exhibit items.

Donations to the Permanent Collection & Display of those Items

The primary purpose of the exhibit spaces in the City is to showcase displays that are temporary in nature. The City has limited storage for exhibit items and other pieces that patrons may wish to donate to the permanent collection. The City cannot guarantee that items will be displayed on a regular basis.

Thus, the following conditions apply:

1. Materials to be added to the permanent collection of the City shall be approved by the City. Decisions are final.
2. Materials to be added to the permanent collection of the City may not be displayed at all times, except as prescribed by the Exhibit Selection Committee.
3. Donated items become the property of the City, and may be sold, distributed, or disposed of as is deemed necessary to meet the City's needs.
4. The City reserves the right to reject any or all donations.

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Attachment A: Proposal and Acknowledgement

Thank you for sharing your artwork and your passion with the City!

I acknowledge that I have read River Falls' City Hall Display Policy. I understand that, aside from the built-in theft deterrents, the City assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. I understand that the City will not provide insurance coverage for any item displayed or exhibited. I agree to remove my artwork from City Hall following a duration agreed upon by Exhibit Selection Committee. By signing this acknowledgment, I agree to abide by the contents of the City Hall Display Policy.

Please sign and date this statement. Submit this form, a completed "list of items to be exhibited" document (Attachment B) and a digital photo of the artwork to CityHallArt@RFcity.org. Your submission will be processed in the order it is received.

Exhibit Title: _____

Submitter Name (please print):

Proposed Exhibit Dates:

From ___/___/___ to ___/___/___

Submitter Address:

Proposed Delivery Date: ___/___/___

Submitter Phone Number:

Submitter Signature

Date

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Attachment B: List of Items to be Exhibited

Submitter Name: _____

Exhibit Title: _____

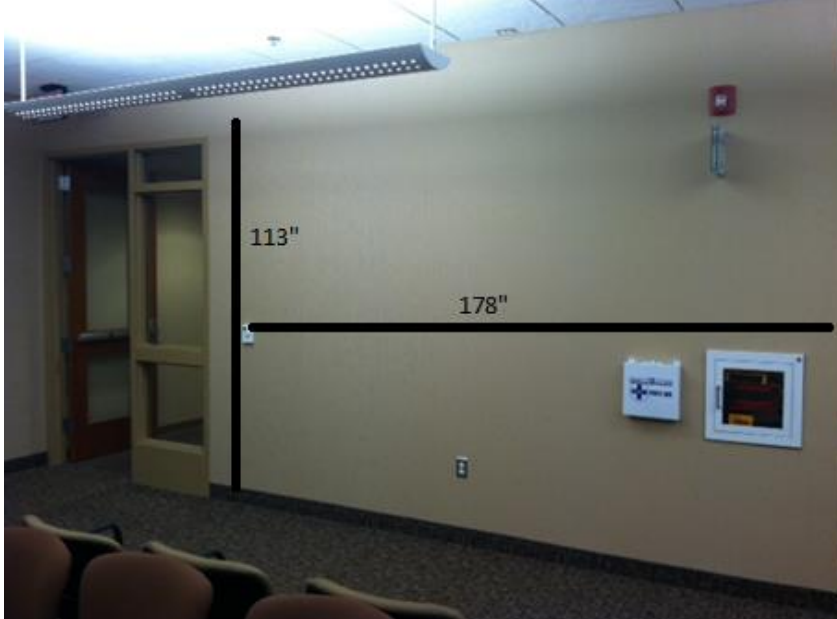
Proposed Exhibit Dates: From ___/___/___ to ___/___/___

Number	Title	Media	Size	Value
			Total:	

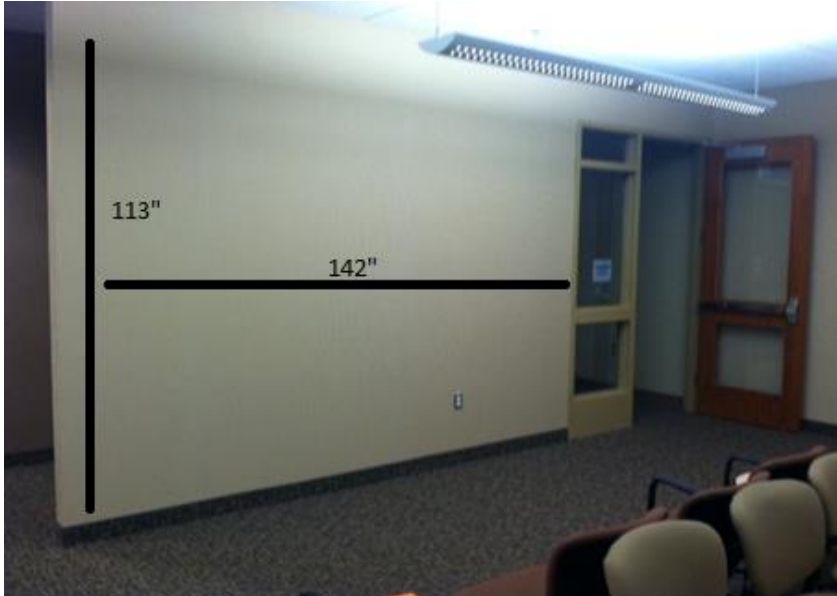
Please use additional sheets of paper if necessary.

ATTACHMENT C: INSTALLATION LOCATIONS FOR EXHIBITS IN CITY HALL

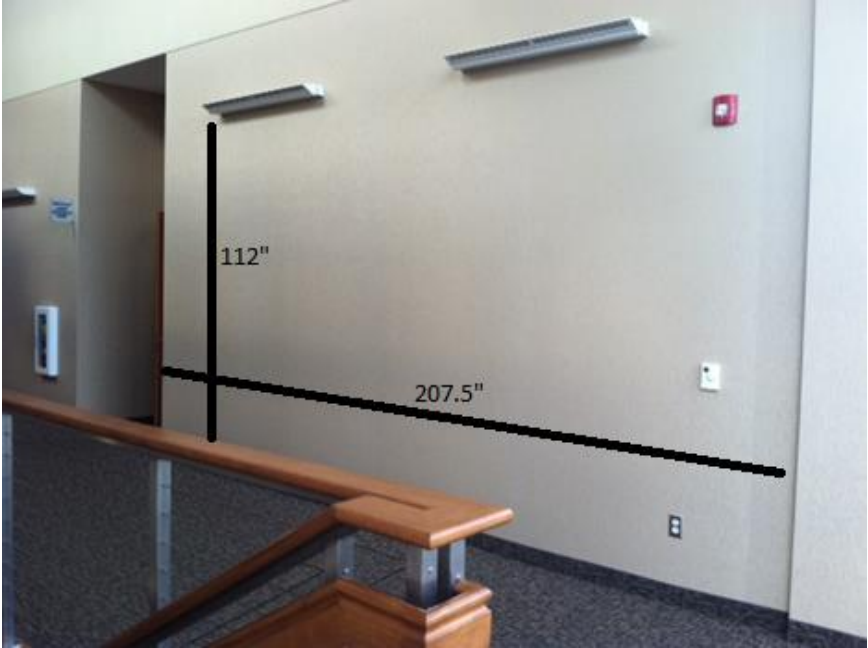
Location 1: 1st Floor Gallery – Northern Wall



Location 2: 1st Floor Gallery – Southern Wall



Location 3: Main Level – Stairway Hall, Northern Wall



Location 4 and 5: Main Level – Lobby, Northern and Southern Wall



Location 6: 1st Floor Gallery – South Wall between Restrooms



Location 7: 1st Floor Council Hallway – Western Wall



Location 8: Main Level –Western Wall

