



## **VIENNA COMMUNITY CENTER ART SPACE EXHIBIT OPERATING POLICY**

This policy is to increase public awareness and appreciation of visual arts by providing a setting for exhibition and education.

### **Exhibit Schedule:**

Exhibits will generally run for 2-3 months. Art exhibit display limited in August due to Community Center Building Maintenance. The artists and exhibiting organization or school must commit to the full time for the display.

January - February
March - May
June– 2 <sup>nd</sup> week August
September - October
November - December

### **Exhibit Locations:**

There will be three locations available for display.

1. Main corridor leading from the lobby entrance to the Field House
2. Auditorium Hallway
3. Gym Hallway

Space is limited in all locations.

### **Security:**

The Community Center is monitored by staff and cameras, however, insurance of the art work will be the responsibility of the organization/school/artist. The organization/school will sign an agreement holding the town harmless for liability due to damage, destruction of theft.

### **Frequency of Display:**

As interest increases the organizations/schools may be limited to a maximum of twice per year (not consecutive) unless space is available.

**Selection:**

The selection of artwork will be left to the organization/school.

Selection will be based on artistic merit and suitability for display in a family oriented facility.

Work that is prohibited includes but is not limited to:

1. Graphic depictions of sexuality or violence.
2. Nudity or Suggestive Poses
3. Work that appears designed to ridicule deeply held beliefs or to disparage others for their race, gender or sexual identity, ethnicity, nationality, etc. Since works of art are generally open to interpretation, it may be difficult to determine whether work belongs in this category.

If Town Staff considers work in violation of the above, the organization/school will be asked to immediately remove the piece of work. An appropriate substitution will be permitted.

**Deadline for Applications:**

Organizations/schools that wish to be considered for the upcoming year must submit their application by October 1 for displays beginning the following calendar year. Application forms must be submitted to the Vienna Parks and Recreation Department, ATTN: ART DISPLAYS, 120 Cherry St. SE, Vienna, VA 22180. Selection notification will be sent to the organization/school by November 1 for display to begin January 1.

**Application process:**

1. A completed application form must be submitted.
2. Town groups and schools will receive priority.
3. Location will be assigned upon approval. Please give a 1<sup>st</sup> and 2<sup>nd</sup> choice.
4. Display period will be assigned upon approval. Please give at least 2 choices.
5. Please submit photographs of work to be displayed.

**Insurance:**

Insurance is the sole responsibility of the organization/school. The Town accepts no responsibility for loss, damage or theft of works of art displayed in the Community Center.

**Sales Policy:**

The Town will not be responsible for the sale of artwork. Each artist within an organization will be allowed to offer works for sale. It will be the responsibility of the organization to provide contact information on how purchases can be made. All artwork for sale must display the fee. Artwork should be displayed for the duration of the exhibition. Sold pieces may be replaced.

A list of all art work will be given to the Community Center.

### **Installation (hanging work only):**

Each organization/school will be responsible for the installation of artwork. The installation must be coordinated with Community Center Management and will occur not before the first day of the month. The organization/school will provide any special materials/tools and equipment necessary for displaying artwork. The artists agree not to damage or alter any surface or equipment in the Community Center display areas. The organization agrees to return the Community Center to its original condition after the conclusion of the exhibit. All work must be taken down the last day of the month or on a mutually agreed upon date and time. The Town will remove and discard any remaining artwork not taken by the deadline. All work must be matted and or framed for hanging. Student work must be at least matted with wire firmly attached. The Town is not responsible if an artwork falls off the wall.

HANGING AND FRAMING GUIDELINES – Each group or organization is responsible for hanging and removing their own artwork.

### **Organization/School Responsibility**

It will be the responsibility of the organization/school to securely affix:

1. Name, address, phone number and email on the back of the work.
2. All work should include on the front:
  - a. Name
  - b. Title of Work
  - c. Sale price or NFS if not for sale
  - d. Medium (Watercolor, Oil, Photograph, etc.)
  - e. No labels or other signage will be attached to the walls of the community center.

It will be the responsibility of the organization/school to display important elements of the work, like the name or theme, and any additional information regarding the organization/school.

### **Publicity:**

The organization/school may publicize the display using its resources. The Town reserves the right to photograph the displays to use in its brochures, websites and newsletter when space is available.

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