

<b>SECTION:</b> Facilities/Property		<b>POLICY #:</b> FAC-007
<b>Date Approved:</b> July 18, 2011		<b>Public Display of Art</b>
<b>Revision Date:</b> June 2012	<b>Review Date:</b>	
<b>Authority:</b> Report PR-10-11		

## COVERAGE

Facility – General

## PURPOSE

The Town of Hanover provides the opportunity for Hanover artists of various ages and stages (ie. amateur to professional) to display their art in designated locations within Town owned properties. The Public Display of Art Policy will detail the policies and procedures including but not limited to location, request and approval process and display guidelines.

## POLICY STATEMENTS

1. The Town of Hanover has designated the following locations for the public display of art:
  - a) Hanover Civic Centre – Municipal Office:  
Wall Space A: west wall near finance customer service counter. (approximately 104 inches wide)
  - b) Hanover Medical Clinic:  
Wall Space A: east wall, lower level, at the bottom of the staircase. (approximately 132 inches wide)
  - c) Hanover Public Library:  
Wall Space A: west wall, magazine area. (approximately 52 inches wide)  
Wall Space B: north wall, magazine area. (approximately 29 inches wide)  
Wall Space C: end wall opposite CEO / Chief Librarian's office (approximately 44 inches wide)
2. The designated spaces are only suitable for art work that can be hung on a wall. The selected art work must not exceed dimensions of the space it is to be hung
3. The art pieces must be hung on the hanging devices provided. Wall alterations will not be permitted.
4. Individuals who would like their original artwork to be considered for display will be required to complete a Public Display of Art form.
5. Approval to display the art will be based on the following guidelines:
  - a) the artwork is an original piece created by a Hanover resident
  - b) the artwork is appropriate for display in public spaces
  - c) the artwork can be accommodated on one of the designated wall spaces
6. The Town of Hanover facilities are open to the general public of all ages, beliefs and backgrounds, therefore the Town reserves the right to refuse to hang a piece of artwork, if it is deemed that the content might somehow be offensive to community standards.
7. The display period will be 4 to 8 weeks pending the number of requests received. Should the demand be high, a display schedule will be determined by the staff members indicated below. Should the demand be low, the display period may be extended.

8. Multiple pieces by the same artist will be considered to be hung for the same specified duration at multiple designated locations.
9. Artists will not be permitted to promote sales of their work while it is on display within Town owned facilities.

## **PROCEDURE / GUIDELINES**

1. Interested individuals complete and submit a Public Display of Art form (Appendix A). Forms are available from and may be returned to the Hanover Municipal Office, Hanover Public Library and Hanover Parks, Recreation and Culture Offices. Requests will be accepted on an ongoing basis.
2. Request forms will be reviewed and approval determined by the following staff members:
  - a) Hanover Civic Centre and Hanover Medical Clinic – Director of Parks, Recreation and Culture or designate
  - b) Hanover Public Library – CEO / Chief Librarian or designate
  - c) Multiple Locations – Director of Parks, Recreation and Culture and CEO / Chief Librarian or designates will jointly approve
3. Upon approval to display the artwork, the individual is required to:
  - a) sign the “Acknowledgment of Terms” section on the Public Display of Art form.
  - b) ensure work is stable and prepared for hanging.
  - c) pack and transport their work to and from the designated space location.
  - d) provide primary insurance, if they choose to, for their artwork during transportation and the designated display period and confirm coverage by contacting their insurance provider for their homeowners policy.
  - e) arrange a time and be present when the artwork is put up for display and removed at the end of the display period.
4. The Town of Hanover will:
  - a) designate staff to hang the art pieces at the designated locations at a time when the artist can be present.
  - b) permit a description card including the name of the artwork, artist’s name and phone number to be placed on or adjacent to the artwork.
  - c) Apply discretion in selecting art work for display that is deemed suitable for public areas, however, staff accept that some exhibits may offend some patrons.
  - d) Direct complaints about exhibits to the staff member responsible for the display location.

**APPENDIX A – PUBLIC DISPLAY OF ART FORM**

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a brief description of your artistic endeavours and interests (ie. medium, amateur artist, professional artist, years of experience, have you displayed your work previously, etc.)

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Requested location to have artwork displayed:

1. Hanover Civic Centre – Municipal Office:
  - Wall Space A: west wall near finance customer service counter. (approximately 104 inches wide)
2. Hanover Medical Clinic:
  - Wall Space A: east wall, lower level, at the bottom of the staircase. (approximately 132 inches wide)
3. Hanover Public Library:
  - Wall Space A: west wall, magazine area. (approximately 52 inches wide)
  - Wall Space B: north wall, magazine area. (approximately 29 inches wide)
  - Wall Space C: end wall opposite CEO / Chief Librarian’s office (approximately 44 inches wide)

Description of Artwork for Public Display:

Title: \_\_\_\_\_ Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Description: \_\_\_\_\_

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If possible, include up to 3 photo(s) of the work you intend to display. If work is not complete, please include up to 3 photos of past work. Medium resolution JPEG files may be emailed to [swalden@hanover.ca](mailto:swalden@hanover.ca) for Hanover Civic Centre and Medical Clinic requests or [arm@hanover.ca](mailto:arm@hanover.ca) for Hanover Public Library requests or submitted on CD.

See Over – Acknowledgement of Terms Section

**Town of Hanover – Public Display of Art Form (Continued)**

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**Acknowledgement of Terms:**

\* Note: to be completed upon approval to display artwork.

Location: \_\_\_\_\_

Duration:      From: \_\_\_\_\_ To: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge the following:

- I have read and understand the Public Display of Art Policy
- I will contact Town staff to arrange an appropriate time to hang the art in place and to remove it at the end date.
- I am responsible for primary insurance as the owner of the artwork. Should I choose to provide such coverage, I will confirm coverage with my homeowner's insurance provider.
- I understand the art work must be appropriate for display in public spaces and that the Town has the right to refuse at any time to hang artwork if it is deemed that the content might somehow be offensive to community standard.
- I have provided the above noted artwork, on loan, for display at the indicated location for the duration noted.
- I will not hold the Town of Hanover, Town staff, Hanover Public Library Board, Hanover Public Library Staff or any related groups responsible for damage or loss that may result.

Insurance coverage provided through my homeowner's insurance: ( ) Yes ( ) No - Waived

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Parent / Guardian (if individual is under 18 years of age):

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Town of Hanover Staff:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_