

P O L I C Y

POLICY NO.: GG.7.1
SECTION: GENERAL GOVERNMENT
TITLE/SUBJECT: INDOOR PUBLIC DISPLAY OF ART
ADOPTED DATE: July 13, 2016 (Resolution # 07/13/16-09)
REVISION DATE:

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

POLICY STATEMENTS

1. The Municipality of Kincardine designates the following locations for the public display of art:
 - a) Municipal Administration Centre:
 - b) Davidson Centre
 - c) Hawthorne Community Clinic
 - d) Kincardine Arts Centre
 - e) Kincardine Pavilion
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 where 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 are required to complete a Public Display of Art Request Form.
5. Approval to display the art will be based on the following guidelines:
 - a) the artwork is an original piece created by a local 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 Municipality of Kincardine facilities are open to the general public of all ages, beliefs and backgrounds, therefore the Municipality reserves, at its sole discretion, the right to refuse to hang a piece of artwork.
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.

PROCEDURE / GUIDELINES

1. Interested individuals complete and submit a Public Display of Art Request Form (Appendix A). Forms are available online or from and may be returned to the Kincardine Municipal Administration Centre or the Visitor Information Centre. Requests will be accepted on an ongoing basis.
2. Request forms will be reviewed and approval determined by the following staff members:
 - a) Kincardine Davidson Centre, Pavilion and Arts Centre – Director of Parks & Recreation or designate
 - b) Municipal Administration Centre and Kincardine Medical Clinic- Chief Building Official or designate
 - c) Multiple Locations – Director of Parks and Recreation and Chief Building Official 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 Municipality of Kincardine 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 as some exhibits may offend some patrons;
 - d) direct complaints about exhibits to the staff member responsible for the display location