

**MANSFIELD ARTS ADVISORY COMMITTEE**

**Cover Letter, Application, and Policies for Use of Art Exhibition Space**

in

The Mansfield Community Center and other Town Buildings

Greetings,

Thank you for considering the public spaces in Mansfield’s town buildings as a venue for displaying your artwork. This document should help guide you through the process. You’ll be sure to find what you need to know and do in the following sections:

- Purpose of the Application Form**
- Application**
- Artist’s Consent and Release**
- Art Display Procedures**
- Mansfield Community Center Art Display Policy**
- Art Display Policy for Mansfield Town Buildings (Other Than Schools).**

**PURPOSE OF THE APPLICATION FORM**

In order to see that the display of art is done in a responsible and consistent manner, the Mansfield Arts Advisory Committee (ACC) has been charged with approving and facilitating the installation of art in a variety of venues in Mansfield.

In some cases, the responsible persons at those locations may have specific requirements that are outside the concerns or mission of the ACC.

Refer to the Venue/Authorization Guide below and, if necessary, make contact with the responsible person at your desired venue to secure a signature indicating that your proposal has been discussed and authorized for the Application Process. Once a signature is secured, complete pages 1, 2, and 3 of this application and submit it to the ACC for consideration.

If your proposal goes beyond the scope of the possibilities listed below, simply describe your project as best you can, and we will take it from there. The Mansfield Arts Advisory Committee recognizes that artistic vision does not always conform easily to formats and guidelines set out in a form such as this.

<b>Venue</b>	<b>Authorization</b>
Mansfield Community Center Lobby	<u>N/A This application suffices.</u>
Mansfield Community Center Display Cases	<u>N/A This application suffices.</u>
Mansfield Senior Center	The Senior Center has its own policy and approval process. Contact them directly at 860.429.0262 or via email at <a href="mailto:SeniorCntr@mansfieldct.org">SeniorCntr@mansfieldct.org</a> .
Mansfield Public Library	The Library has its own policy and approval process. Contact them directly at 860.423.2501 or via email at <a href="mailto:mansfieldlibrary@mansfieldct.org">mansfieldlibrary@mansfieldct.org</a> .
Mansfield Town Hall	<u>N/A This application suffices.</u>
Other _____	_____ (Suggested)

## APPLICATION

**Please complete this form and return pages 1 – 3 and all supporting material to:**

Arts Advisory Committee  
c/o Mansfield Parks and Recreation  
10 South Eagleville Road  
Storrs, CT 06268

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Name of the person who will act as liaison with the Community Center for this exhibition (if different from above):

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Exhibitions will generally run quarterly for 3 months. (e.g., January through March, etc.) If there is a time constraint, please indicate your preferred dates:

**Preferred Dates: Start** \_\_\_\_\_ **End** \_\_\_\_\_

On the space below, please provide a general description and then list detailed information about the objects proposed for display - e.g. the number of objects, their size, any special requirements for display and security, names of artists, whether objects are mounted, matted, or framed. Include any other information that will help the committee to consider your application. Use additional sheets if necessary. Please support your application with **pictures or slides** (these will be returned to you, after the application is reviewed).

The Exhibition Application will be reviewed by the Mansfield Arts Advisory Committee at their monthly meeting held the first Tuesday of the month. (excluding July and August) Mansfield artists will be given priority!

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**Please list the pieces you wish to display.** Note that works exhibited at this location during this display period **are not insured** against loss or damage under the terms of the Town of Mansfield's insurance policy. (Continue on the reverse side of this sheet if more space is needed.)

<b>Item Name or Description</b>	<b>Approx. size</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

### **ARTIST'S CONSENT**

I have read and consent to the Art Display Policy and Procedures and Photo Release Policy outlined below.

I understand that display of artwork may involve risks and I hereby agree to release, discharge and hold harmless the Town of Mansfield, its directors, officers, employees, agents, contractors, volunteers and/or members/visitors from any and all liability or damage that may occur to my artwork while on display at the Mansfield Community Center property.

Furthermore, I understand that the Town videotapes and/or photographs the interior of the facility and participants for promotional purposes. I hereby release and permit the Town of Mansfield to utilize any photographs of my displayed artwork or myself while at the Mansfield Community Center for such purposes.

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

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

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

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

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## **ART DISPLAY PROCEDURES**

- The Mansfield Arts Advisory Committee (AAC) and the artist will negotiate the display period for art exhibits at the Mansfield Community Center (MCC).
- Exhibits will normally run for three months: January 15 to April 14; April 15 to July 14; July 15 to October 14; or October 15 to January 14. That is, exhibits are normally installed on the 15<sup>th</sup> of January, April, July, or October, and normally come down on the 14th of April, July, October, or January three months later.
- Artists are expected to show their work for the agreed-upon period. Removal of work more than one week before the end of this period requires AAC approval.
- With the approval of the AAC, artists may substitute a different work for one already on display.
- Artists must negotiate day and time for removing art in advance. Artists can contact Mansfield Parks and Recreation, (860) 429-3015, to be directed to the appropriate party. Any changes in the agreed-upon day or time must be approved in the same manner.
- Artists must sign in at the MCC desk and show ID before removing artwork.
- Work not removed by the artist (or agent) by the end of the agreed-upon display period may be removed by the AAC. In this case, the AAC will attempt to reunite artist and work, but assumes no responsibility for loss or damage. The MCC does not have room to store works of art.

## **MANSFIELD COMMUNITY CENTER ART DISPLAY POLICY**

To recognize local artistic endeavor and to enrich the lives of community members, the Arts Advisory Committee (AAC) invites local artists to apply to exhibit their works at the Mansfield Community Center (MCC) and other town buildings. An application form is available at the MCC reception desk; applications may be left at the desk or sent to AAC, c/o MCC, 10 S. Eagleville Rd., Storrs, 06268. Note that:

- Exhibitions will generally run for 3 months (e.g., January 15 to April 15).
- Exhibiting artists assume responsibility for loss or damage and must sign a waiver to that effect.
- The MCC will not handle sales of displayed art, and prices may not be posted.
- Exhibiting artists may prepare a letter-size sheet with information about their works, including how purchases can be arranged, for posting during the exhibit.

### **Application process.**

- a. The AAC shall consider any application to exhibit art at the MCC. An application consists of a completed application form and photos (or samples) of the type of works proposed for display.
- b. The AAC shall judge applications, and approve or disapprove them, on the basis of the guidelines below, after consulting with MCC staff. However, Mansfield artists shall be given priority.
- c. An application that does not include photos of *all* the works to be displayed may be approved provisionally. However, final approval shall not be given before all the works or photos thereof have been viewed by the AAC.
- d. If an application to exhibit is disapproved, the AAC shall explain why, in writing, to the applicant.
- e. If an application to exhibit is approved, the AAC shall negotiate the display area and period with the applicant and arrange for the exhibit's installation.

## **Guidelines.**

Applications to exhibit will be judged by the AAC on the basis of originality, artistic quality, and suitability for a family setting. While it is difficult to be very precise about these notions, the following considerations and examples are intended to suggest their meaning and scope, as employed by the AAC.

- a. **Originality.** A work need not be something new under the sun (few works of art can claim as much), but the artist's contribution to design and execution should be substantial. Paint-by-numbers paintings or fabrics woven according to someone else's pattern would not qualify as original in this sense. Jewelry merely assembled from ready-made materials (beads, settings, stones, etc.) is less original in this sense than jewelry in which these elements are designed and made by the artist.
- b. **Artistic quality.** The AAC takes a liberal view of artistic quality, but it may reject work that, in its judgment, falls short of acceptability for this reason. Poor draftsmanship, badly composed or printed photographs, muddy watercolor, and the like, can put works into this category. Commercial crafts, though original and well-executed, may nonetheless lack the expressive and aesthetic qualities associated with art, and for this reason be judged wanting in terms of artistic quality. Different standards of artistic quality may be appropriate for special exhibits (for example, of children's art).
- c. **Suitability for a family setting.** Works will not be accepted for display if the AAC judges that they are very likely to upset children or would likely trigger a warning that some viewers may find them offensive, were they to be exhibited in an art museum. These include:
  - Graphic depictions of sexuality or violence.
  - Works that appear 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 a work belongs in this category. Nonetheless, the AAC may reject works that it considers offensive for this reason.

## **Removal of art.**

- a. The artist is expected to remove his or her work at the end of the agreed-upon display period. Should the artist fail to do so, the AAC may remove the work. In such a case, the AAC shall take reasonable steps to reunite artist and work but assumes no responsibility for loss or damage. The MCC does not have facilities for storing art.
- b. Courts have ruled that works of art accepted by a public agency for public display are forms of expression protected from censure by the 1<sup>st</sup> Amendment. Accordingly, no work accepted for display shall be removed from display for reasons related to its expressive character. Works may, of course, be removed for other reasons, such as repainting walls.
- c. With the approval of the AAC and proper notice to the MCC staff the artist may remove his or her works before the end of the display period or substitute other works for those displayed. The AAC shall view the new work or a photo thereof before approving a substitution.

## **Comments.**

Comment cards are available at the MCC reception desk for those who wish to comment on works displayed or on display policy.

- a. Comments relating to works may be shared with the artist.
- b. The AAC shall respond to signed written comments relating to policy with an invitation to their author(s) to appear before the AAC and elaborate. The AAC shall then consider the issue and report the result of its deliberations in writing to the author(s).

## **ART DISPLAY POLICY FOR MANSFIELD TOWN BUILDINGS (OTHER THAN SCHOOLS)**

- A. Exhibits shall not be approved until all the works proposed for exhibit (or photos thereof) have been viewed by the Committee.
- B. The Committee may give preference to exhibits by Mansfield residents, or to exhibits of special interest to users of the facility (e.g., work by seniors at the Senior Center, book illustrations at the Mansfield Library).
- C. Applications may be rejected if, in the judgment of the Committee, the work falls short in terms of originality, design, or execution. The Committee shall judge applications, and approve or disapprove each application **by a majority vote of the Committee members present**, on the basis of these guidelines, after consulting with building staff.
- D. Applications shall be rejected if, in the judgment of the Committee, the work is unsuitable for the venue. Exhibits suitable for an art gallery may be inappropriate in Town buildings, to which people come on other business. Such works include graphic depictions of sexuality or violence, and those that appear designed to ridicule deeply held beliefs or to disparage others for their race, gender or sexual identity, ethnicity, nationality, etc.
- E. Should an application to exhibit be rejected, the Committee shall explain why, in writing, to the applicant **and inform the applicant that he or she may appeal the disapproval within ten days to the Town Manager, whose decision shall be final.**
- F. Should an application to exhibit be approved, the Committee shall negotiate with the applicant the display area and the start- and end-dates of the exhibit, and shall arrange for its installation.
- G. Exhibiting artists assume responsibility for loss or damage and must sign a waiver to that effect before installation.
- H. The artist is expected to remove his or her work at the end of the agreed-upon exhibit period. Should he or she fail to do so, the Committee may remove the work. In this case, the Committee shall take reasonable steps to reunite artist and work but assumes no responsibility for loss or damage.
- I. Courts have ruled that art accepted by a public agency for public display is a form of expression protected by the Constitution. Accordingly, no work approved by the Committee shall be removed for reasons related to its expressive character **before the artist has been given a reasonable opportunity for a hearing before the Town Manager, whose decision shall be final.** Work may be removed as necessary for unrelated reasons, such as building maintenance.
- J. With the approval of the Committee, the artist may remove work before the end of the display period or substitute other works for those displayed. Before approving any substitution, the Committee shall view the new work (or photo thereof).
- K. The public is invited to comment to the Committee on exhibits. Comments related to works may be shared with the artist. The Committee shall respond to signed, written comments relating to policy with an invitation to the author(s) to appear before the Committee and elaborate. The Committee shall then consider the issue and report the result of its deliberations in writing to the author(s).