

# The Public Art Commission

## PROCESS FOR ACCEPTING LOANED and/or DONATED ARTWORK

### **The Art Commission:**

The Art Commission of the Pikes Peak Region was established in 1982 by the City of Colorado Springs and El Paso County. A 12-member all volunteer board, including two elected officials serving as liaisons from Colorado Springs City Council and El Paso County's Board of Commissioners (BOC), the Commission is charged with acting in an advisory capacity to evaluate, advocate, stimulate and facilitate matters of public art and culture. The following guidelines for accepting loaned and/or donated artwork seek to establish a simple and transparent public process that recognizes and implements nationally recognized best practices in public art.

### **Donation Process:**

1. Complete the attached donation form and return it to Art Commission liaison. Upon return of the form, donors will be scheduled for a brief presentation on the next possible Art Commission agenda. (Meetings are regularly scheduled for the third Tuesday of each month.)
2. Presentations to the Art Commission should include any information relevant to the piece, which might include photos of the work, artist bio and/or statement, details on medium and/or construction process, an appraised value of the piece, and proposed installation site (if applicable).
3. A majority vote of the Art Commission is necessary for any work to be recommended for acceptance into the City/County collection.
4. The recommendation of the Art Commission will be forwarded to City Council/County Commission for final approval.
5. Donors will be notified by City Council/County BOC staff when their donation is scheduled for review on a City Council/County BOC meeting agenda.
6. Once a piece is approved for inclusion in the collection, the Art Commission is available as a resource to donors on the process moving forward, including site selection and other relevant issues.
7. The artist/donor assumes responsibility for the work of art until it is acquired by the City, County, a business, corporation or individual.

### **Selection Criteria :**

- Artistic excellence and technical competence,
- Creation of a balanced inventory of art in public places (including but not limited to a variety of artistic styles, designs, medium, and cultural diversity),
- Suitability of the work to proposed site and environment (including but not limited to form, content, scale and materials) and relationship of work to existing artworks in site vicinity,
- Evaluation of materials in regard to structural and surface integrity, and protection against theft, vandalism and weather,
- Safety and maintenance considerations (Note, the donor is required to provide a maintenance fund equal to 10% of the value of the art to help defray long-term maintenance costs);
- Environmental impact such as noise, sound, light and/or odor,
- Accessibility of/to the artwork,
- Conditions of the loan/donation (including length of loan and financial considerations)
- Significance of the work to the community

**Process for Removal of Existing Artwork:**

The following are conditions under which the Art Commission may recommend to City Council/County BOC and other responsible agencies that a work of public art may be dismantled and removed:

- irreparable damage,
- written request from the artist,
- quality of artwork is called into question relative to the selection criteria for donated works,
- the state of the artwork endangers public safety,
- the artwork requires excessive maintenance that cannot be funded,
- security cannot be guaranteed,
- and/or site change or use or character of the art affects its integrity.

**Donor/Artwork Information:**

*(Please select one)* Loan:                      Donation:

---

\*Donor Name:

\*Organization:

\*Street Address:

\*City, ST, Zip:

\*Phone:

\*Email:

\*Appraised Value of Piece *(attach supporting documentation)*:

\*Title of Piece:

\*Artist(s) Name: *(attach artist bio and statement)*

\*Year of Completion:

\*Description of Piece:

\*Provenance of Piece:

\*Dimensions: (H x W x D)

\*Weight

\*Current Condition of Piece: New/Excellent              Good              Fair              Poor

\*Materials and/or Finishes (Please list the exact materials used in fabricating the artwork. Where finishes are used, please indicate the exact finish including manufacturer and product information.)

---

\*Installation Information (if applicable): Please indicate the proposed method of installation for the artwork. Include the names, addresses and telephone numbers of recommended contractors to be retained for the installation.

\*Location of installation:

\*Source of funds for installation:

\*Maintenance Requirements and Conservation Work (if applicable): Please provide artist summary regarding requirements and schedule for ongoing maintenance of the artwork for reviewed by a conservation professional. Please list any previous conservation treatments for the artwork, including the date and who performed the work.

**Signature**

**Date**

The above signature certifies that I acknowledge the donation process and currently own the piece described above and have the right to donate the work. Signature also grants the Art Commission of the Pikes Peak Region the right to reproduce images of the work for archival and non-commercial purposes.