

## **Policy and Procedure for Exhibition and Display of Private Artwork on Town Property**

Space in public buildings and facilities and on Town-owned land is available for the public exhibition and display of private artwork, subject to the following terms and conditions; the Town Administrator may deny or revoke the applicants approval if the artist fails to comply.

1. Written Application Required. The artist shall make written application to the Town Administrator and obtain written approval in advance.
2. Criteria. In review of an application, the Town Administrator shall consider the primary public purpose(s) or use(s) of the space and may deny the application upon a determination that the proposed exhibition or display is fundamentally incompatible with or significantly interferes with the public purpose(s) or use(s).
3. Protection of Public Health, Safety and Welfare. The Town Administrator specifically reserves the right to deny or revoke approval for any exhibition or display which interferes with or detracts from regular Town activities or which is deemed to be obscene, offensive, disruptive, or otherwise to pose a substantial risk to public health, safety or welfare.
4. Priority for Town Exhibits/Displays. Space availability is also subject to Town-sponsored exhibitions or displays.
5. Safety Considerations. Artwork must be in stable condition and suitable for hanging or display and shall not have the potential to create an unsafe condition.
6. Installation/Removal Requirements. Installation and removal of artwork is the sole responsibility of the artist; however, prior to installation, the artist shall consult directly with the Town Administrator, or their designee, and shall comply fully with their directions and recommendations, if any.

Installation of artwork and pictures is prohibited on all walls, doors, windows and in aisles unless there are pre-installed hooks (such as in the Library). Easels to display artwork are prohibited in all buildings. If a patron or artist alters any wall, door or window by installing hooks, they will be prohibited from renting facilities in the future and/or may be liable for any monetary damages.

All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the building and the use of the room. The exhibitor shall remove the exhibit/display promptly on the agreed upon date. The Town reserves the right to remove and dispose of the exhibit/display materials if they are not picked up by the agreed upon date. The Town will not provide storage for the property of the organization or individuals exhibiting within Town property.

7. Town's Liability Limited. Town agrees to procure insurance coverage at its expense which provides payment of up to five thousand dollars per item while being exhibited or displayed on Town-owned property. The Town shall not be otherwise responsible for loss or damage to items exhibited or displayed in or on a Town-owned property pursuant to this Policy. The Town shall not be responsible for injuries or losses caused by the work or object.
8. Length of exhibit. Display length is limited to no more than thirty (30) days, unless the Town Administrator specifies a different period, which includes installation and removal time. Artist shall provide appropriate labeling or description. No prices shall be displayed. No solicitation of artwork shall occur within any public building.

Exhibit areas are open to the public only during the buildings operating hours and shall not be expanded for the purposes of any exhibit.

Acceptance of an exhibit/display does not constitute an endorsement by the Town of Franklin.