



**CITY OF PALO ALTO PUBLIC ART PROGRAM
TEMPORARY ARTWORK POLICY**

Purpose

The City of Palo Alto's Temporary Artwork Program is intended to activate publicly-owned spaces in parks, plazas, streetscapes, and other City-owned property. Temporary artworks enliven communities, provoke conversations and refresh the public realm. The City of Palo Alto commissions temporary artworks through its Public Art Program.

Temporary artworks may be funded by the City or by private individuals or organizations. The City may initiate temporary artworks, or individuals or community organizations may initiate or request City consideration of temporary art projects.

The Temporary Artwork Policy establishes criteria and guidelines for the consideration and installation of temporary artworks in parks, plazas, streetscapes and similar City property. These policies and procedures are intended to complement Municipal Code Section 2.26, Visual Art in Public Places, in order to insure a consistent approach to placing art in the public realm.

Goals

1. To encourage the temporary placement of thought-provoking, innovative works of high artistic merit that connect people to place;
2. To contribute to Palo Alto's sense of identity and pride;
3. To build on Palo Alto's identity as a diverse community and a global center for innovation;
4. To engage artists in projects that stimulate and encourage community interaction;
5. To create pilot projects in potential locations for permanent artworks;
6. To provide opportunities for emerging and established artists.

Scope

This policy applies wherever temporary art works is proposed for placement on property owned or controlled by the City of Palo Alto. Temporary public art is defined as any art, including visual artworks, performances, projections, digital media, virtual reality, and other artistic media, that is not intended to be permanent and is not made a part of the permanent public art collection. Temporary public art is generally displayed for twelve months or less.

Public Art Project Types and Artwork Considerations

Temporary artworks are allowed on any City-owned property provided that the City Department responsible for that site is willing to allow the temporary placement of art. Temporary art may include display of existing works of art as well as artworks and art experiences that are created specifically for the site.

All approaches and media for public art will be considered. These include, but are not limited to artworks that consist of or include sculpture, light, social practice/community art, performance, sound, projection art and other artistic media.

Physical artworks must be constructed to withstand outdoor placement during the City-designated display period. Temporary artworks and experiences must not create a nuisance in the community where the artwork is proposed, especially when employing light or sound. Artwork must not present any public safety hazards or violate City laws or codes. Physical artwork selected for temporary placement may require stamped engineering drawings and have specific insurance requirements, and environmental review may be required. All temporary artworks must be removed by the artist, who must restore the site to its original condition upon completion of the display.

Procedures and Program Management

The Public Art Program will include the commission of City-funded temporary artwork projects in its Annual Public Art Work Plan. A project description may be developed that includes the proposed location/s and goal of the commission and artist selection methods. The Public Art Program may issue an RFP to solicit artists to develop original project proposals or submit artworks to be placed on loan and may enter into a contract with the artist that includes the artist's cost for design, fabrication, installation, maintenance and de-installation of commissioned temporary artwork created for the Program; or a fee for the loan and maintenance of pre-existing artworks.

The City may contract for the services of guest curators or non-profit arts organizations to select and curate temporary artworks. When a contracted arts organization or curator is chosen by the City to implement the temporary artworks, the City's Public Art Program staff must be represented in the artist selection process as well as on the project team that reviews design development and implementation. Projects implemented by the Public Art Program or by a partner organization may be selected through an open Request for Proposal (RFP) process, limited invitation or by a curatorial process that invites artist proposals. The City will employ its list of available sites for soliciting proposals. The RFP or invitation typically will indicate the available sites for art placement, the duration of the display, and the City's requirements for insurance, liability, safety, etc.

At its discretion, the Public Art Program staff may convene a panel to review proposals.,

Projects proposed by individuals or arts organizations will be evaluated by Public Art Program staff for compliance with City standards and requirements and consistency with the Public Art Master Plan and overall program goals. Where appropriate, Public Art Program staff may convene a review panel and/or forward the proposal to the Public Art Commission.

Artists or commissioning organizations submitting artwork for consideration shall submit the following information:

- Artist's resume
- A minimum of two photographs of the work
- A written narrative describing the artwork

- In the case of physical artworks, a description of the construction materials and methods of fabrication and anchoring details

Selection criteria will be defined in advance by the Public Art Program based on the goals articulated in the annual Public Art Work Plan. In general, selection criteria will include:

- Artistic merit
- Appropriateness to site and goals articulated for the project
- Community engagement
- Feasibility and durability
- Compliance with City codes

The Public Art Commission will review and approve, deny, or suggest revisions to temporary artwork proposals. Temporary and Performance based projects of less than 24-hour duration may be reviewed and approved at staff level.

Acceptance Conditions

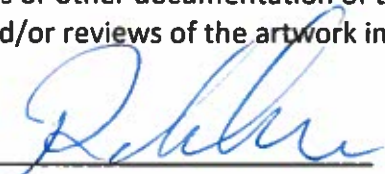
1. The City reserves the right to manage its own property including the removal of the artwork, for reasons that include but are not limited to artwork that poses a public safety risk, has been left on City property beyond the agreed terms, or is damaged beyond repair.
2. If an artwork is not completed within the timeline originally approved by the Public Art Commission, or if changes in content, materials, form, presentation, or financing of the artwork occur, the artwork must be reviewed again by the Public Art Program Director and Public Art Commission.
3. In accepting a temporary artwork, the City of Palo Alto requires that the responsible parties enter into an agreement for the duration of the display that outlines the maintenance responsibilities and agreement to remove the work at the agreed upon conclusion of the display, leaving the site in its original condition or better.
4. Neither the Public Art Commission, nor the City of Palo Alto, nor any of its agents, will be held liable for any damage or state of disrepair of a temporary artwork.

Documentation

Artists shall assist Public Art Program Staff to collect or create documentation that includes the following information:

- photographs or other documentation of the installed work
- Mention and/or reviews of the artwork in local press

Recommended:



Director

2-3-17

Date

Approved:



City Manager

2/10/17

Date