

BROOKLINE COMMISSION FOR THE ARTS GUIDELINES AND PROCEDURES FOR ART DISPLAYS IN PUBLIC SPACES

Scheduling of Exhibits:

Under a Town program, the Brookline Commission for the Arts (BCA) holds curatorial responsibility for certain spaces in Town Hall. (See Town of Brookline, Policy on Displays and Exhibits at Town-Owned Properties) The Commission welcomes exhibition proposals and may also solicit displays and exhibits of art within the terms of the above policy. Eligible exhibitors include Town departments, boards, commissions, and appointed entities, as well as residents and community groups. Entities and individuals are encouraged to contact the Commission to obtain permission for mounting a display or exhibit. The Commission is in charge of scheduling and communicating with the Building Commissioner (or designee) to determine the suitability of such displays and the time period contemplated, and shall reserve spaces and times with the approval of the Building Commissioner.

Selection Decisions:

The Commission shall establish a Committee on Art for Public Spaces (“Committee”) to be responsible for recommending works or objects for display.

The “Committee” shall be a sub-committee of the Commission. The Committee shall consist of current Commissioners and, at the discretion of the Committee, may also include invited members of the community with expertise in the arts. Each member of the Committee shall have equal vote in decisions, however current Commissioners shall form the numerical majority of the Committee. The Committee shall have a Chairperson, who shall be a Commissioner of the Brookline Commission for the Arts.

The Commission shall devise an application and review process for selecting works of art for exhibition at the Properties that the Committee shall utilize in carrying out its duties. The Commission shall supervise the formation and procedures of the Committee.

Selection Criteria

The Committee shall determine whether to exhibit a proposed work or object for display based on whether or not it is of appropriate quality, scale and content, consistent with the Policy. Artists or organizations wishing to exhibit should meet at least one of the following criteria: 1.) resident of Brookline, 2.) organization located in Brookline or serving the Brookline community, or 3.) subject matter of the exhibition is related to Brookline in some way.

In addition, all art must be suitable for hanging in the designated spaces. Specific information on the size of the space and the procedures for hanging works will be available to artists as part of the application process. All art must be labeled on the back with the artist’s name, address, phone number, and email address. The Building Commissioner will work with the Committee’s Chairperson as needed to evaluate the feasibility of an installation and any safety or other considerations within the Building Commissioner’s purview.

Application Procedure:

The Committee shall meet as needed and in compliance with the Massachusetts Open Meeting Law to review and recommend artworks for exhibitions. Artists meeting the selection criteria described above who are interested in exhibiting at any of the Properties should send the following materials:

- 1) A selection of photographs, digital images (72dpi, jpeg), or other reproductions of the work, properly labeled with the artist or owner’s name, title, media and size of work.
- 2) Artist’s statement and/or resume.
- 3) If an individual is proposing to curate an exhibit of multiple works or objects by various artists, a cover letter outlining the scope of the exhibition and preferred venue should be provided in addition to the above.
- 4) A self-addressed envelope with proper postage for the return of materials.

- 5) A signed copy of this document which shall serve as record of the proposal and release of liability for damage to the objects.
- 6) Proposals should be sent to Brookline Commission for the Arts, 333 Washington Street, 6th Floor, Brookline, MA 02445 or emailed to brooklinearts@gmail.com.

Exhibition Procedure:

Once accepted, the following procedures apply:

- 1) An exhibition or display of art may typically be installed for as few as 6 weeks or as long as several months. The duration of the exhibition will be described in the call for art works.
- 2) The artist or exhibition organizer is responsible for the set-up and dismantling of the exhibition or display and must schedule this work in advance with the Committee. Set up and take down must take place during regular Town Hall hours under the supervision of the Committee’s Chairperson and pursuant to any conditions established by the Building Commissioner. It is expected that the artist or exhibition organizer will monitor the condition of the exhibition or display on a regular basis during the period of the installation and communicate any concerns to the Committee’s Chairperson.
- 3) For exhibitions in Town Hall meeting rooms, there is a Moderna Rail hanging system and 40” rods will be supplied. In some locations, pins or other fasteners may be used on fabric covered wall board. The artist and the Committee’s Chairperson will be responsible for determining the suitability of a system for hanging works of art, in consultation with the Building Commissioner. Works must be ready for hanging, with appropriate wire, etc.
- 4) There will be no admission fee charged for any exhibition. Artists have the option to provide a written statement, autobiographical information, or exhibition histories to the public at the exhibition site. This information will be contained in a binder or folder, but will not be posted on the walls. This information can include a price list, or identify gallery representation, but no prices will be posted with the works and the Committee and Commission will have no responsibility with regard to communications regarding prices or transactions.

Publicity:

Each exhibitor must provide the Committee with a brief description (50 words or less) of the exhibition which may be used for publicity purposes. During the course of the exhibition, the Committee may use images from the exhibition for publicity and for publication on its website. Additional publicity materials (postcards, etc.) are permissible but are the responsibility of the exhibitor. All publicity for an exhibition shall credit the Brookline Commission for the Arts.

Insurance / Waiver, Release and Indemnification:

The Town does not hold insurance for art work on exhibit and is not responsible for loss or damage to any artwork. Each artist or show organizer will be required to sign a Brookline Commission for the Arts Waiver, Release and Indemnification Agreement prior to acceptance of any work or object for display.

Title of Exhibit: _____

Relationship to Brookline (check all that apply)

____ Brookline resident ____ Brookline organization ____ Brookline Subject Matter

Name: _____

Organization (if applicable): _____

Address: _____

Telephone: _____

Email: _____

I have read this document in its entirety and agree to all procedures, terms and conditions described herein.

Signature Date

**BROOKLINE COMMISSION FOR THE ARTS
WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT**

WHEREAS, the Owner (as identified below) legally owns one or more works of art or other items (hereinafter the "Work"), to wit:

_____;

In consideration for permission to exhibit the Work in or on Town of Brookline-owned property and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Owner hereby releases the Brookline Commission for the Arts and the Town of Brookline, their officers, agents and employees, from and against any and all claims, liabilities, losses, damages, costs, expenses and compensation of any kind, including any loss or damage to the Work, on account of or arising in any way, either directly or indirectly, from the care, custody, control, exhibition or display of the Work by the Brookline Commission for the Arts or the Town of Brookline, their officers, agents and employees.

Furthermore, the Owner hereby agrees to indemnify and hold harmless the Brookline Commission for the Arts and the Town of Brookline, their officers, agents and employees, for liability for any and all claims, losses, damages, costs, expenses and compensation incurred by the Brookline Commission for the Arts or the Town of Brookline, their officers, agents, and employees, arising out of, or in connection with, their care, custody, control, exhibition and display of the Work.

Owner's Name (Print) Date

Owner's Signature

Owner's Street Address

Owner's Town and State of Residence and Zip Code