



**CULTURAL ARTS
PROGRAM EXHIBITION
SERIES GUIDELINES FOR
HAYS COUNTY
GOVERNMENT CENTER**

1. PURPOSE

The Cultural Arts Program presents an ongoing exhibition series at the Hays County Government Center to showcase local artistic endeavors and to encourage public dialogue, understanding and enjoyment of visual art. The program's goal is to present a series of exhibitions that reflect the artistic excellence and cultural diversity of the greater Hays County area and promote the County's cultural and economic initiatives.

2. POLICY

The County of Hays respects freedom of expression in visual art. However, the Government Center does not function as a gallery or museum. The County reserves the right to remove or relocate artwork at its sole discretion. Display of artwork does not create a public forum.

3. EXHIBITION LOCATIONS AND LIMITATIONS

Hays County Government Center is not a gallery-style venue.

Art displayed in these public area shall be appropriate to an office setting and for viewing by public officials, county employees, and citizens transacting business in the building. No public art will be displayed in the Courtrooms or in the administrative offices located on the first, second, or third floors.

Hays County Government Center is open to the public Monday through Friday, from 8:00 a.m. to 5:00 p.m.

4. SELECTION AND ELIGIBILITY

The exhibition is arrangement by the Hays County Arts Committee. The Arts Committee may invite organizations or individuals to submit a proposal for an exhibition in the Government Center. The Arts Committee is the sole curator of an exhibition at Hays County Government Center, with absolute discretion over selection and placement of artwork.

An organization or individual that wants to display an exhibition in Hays County Government Center must submit a proposal to the Arts Committee. A proposal for an exhibition shall include images of the artwork to be exhibited, information about the individual artists, a proposed layout, and proposed installation methods.

The Arts Committee shall review each proposal, and shall send the offer or written notice of acceptance, modification, or rejection of the proposal. The Arts Committee may appoint a selection panel to assist in evaluation of proposals. If the Arts Committee elects to appoint a selection panel, its members may include county staff and community representatives.

Selection criteria may include:

- Ownership by a museum located in Hays County and Central Texas as part of its permanent collection;
- Local or national reputation of the artist; and
- Cultural diversity of artwork included in exhibition.

5. TERMS OF LOAN AND LOAN AGREEMENT

The artwork in an exhibition shall be on loan to the County by the artist or Organization at no cost to the County. The individual or organization lending the artwork is responsible for the cost of delivery. Installation must conform to the plans approved by the Arts Committee. The Arts Committee shall decide the placement or arrangement of pieces. Artwork submitted in an electronic format may be displayed without the audio portion, if any, at the discretion of the Arts Committee, and as necessary to conduct business in Hays County Government Center.

Artwork displayed at Hays County Government Center during an exhibition shall remain in place until the conclusion of the exhibition, unless the Arts Committee approves earlier removal. The organization or artist lending artwork for an exhibition in Hays County Government Center must provide a suitable replacement, subject to the Arts Committee's approval, for artwork removed from an exhibition before its conclusion.

Each organization or artist lending art for exhibition at the Hays County Government Center shall submit a completed loan agreement to the Arts Committee. The terms of these guidelines are incorporated as part of the loan agreement. See loan agreement form.

6. EXHIBITION SCHEDULING

The Arts Committee may reschedule or cancel an exhibition at the Arts Committee discretion at any time before the start date of the exhibition. The County is not responsible for any expense incurred by the organization or artist lending the artwork related to a rescheduled or cancelled exhibition. The Arts Committee may cancel an exhibition on display if the Arts Committee determines the cancellation is necessary to protect the artwork or due to unexpected building use. The Arts Committee may not cancel an exhibition to make room for a different, unscheduled exhibition.

7. REQUIRED DOCUMENTATION

Not later than the 30th day before the date of a scheduled exhibition, the organization or artist lending the artwork must provide the Arts Committee:

- Completed loan agreement;
- An inventory of work to be exhibited, including the following information for each piece: the name of the artist, title, media, dimensions, and insurance value;

The Arts Committee may cancel an exhibition if the organization or artist lending the artwork fails to submit the required information on or before the due date. The Arts Committee may not permit installation of an exhibition if the lender has not submitted the required information on or before the date the exhibition is scheduled to begin.

8. DELIVERY, INSTALLATION, AND DE-INSTALLATION

The organization or artist lending the artwork shall deliver the artwork for an exhibition and all related components, including stands, descriptive summary, and other informational material as required in the loan agreement on the date specified in the loan agreement. All two-dimensional artwork submitted must be framed or mounted and ready to hang. All three-dimensional artwork submitted must be self-supporting or include a stand. Art presented in an electronic media must be accompanied by appropriate audio and video equipment.

The Arts Committee will supervise installation of artwork for an exhibition. The Arts Committee may allow a lender to install the exhibition under the Arts Committee's supervision or to provide at least one individual to assist the Arts Committee's installation of the exhibition.

The Arts Committee will supervise de-installation of artwork for an exhibition. If approved in writing by the building manger, the Arts Committee may allow the lender to de-install an exhibition or to assist the Arts Committee with dismantling and removing all artwork and other components of an exhibition.

The Arts Committee may allow artwork to be removed and replaced at specified times during an exhibition. The same guidelines apply to artwork removed and replaced during an exhibition as apply to the original installation or dismantling of an exhibition.

9. RELOCATION OR REMOVAL OF ARTWORK

The County's Cultural Arts Program respects freedom of expression in visual art. However, the Hays County Government Center does not function as a gallery or museum and is frequented by citizens with diverse opinions and backgrounds who are there to conduct business with the County.

The Arts Committee shall select artwork that is suitable and appropriate in theme and quality to the functions of Hays County Government Center. If the Arts Committee receives a complaint that a particular work of art is derisive, vulgar, gruesome, or otherwise offensive to visitors, the Arts Committee will review the complaint, make a determination to move or remove artwork subject to a complaint.

10. RECEPTION

Hays County Government Center may not be used for private functions. However, the County and the organization or artist lending the artwork may co-host a reception on a date and at a time approved by the Arts Committee.

12. SALES

Artwork on display at the Hays County Government Center may be for sale by the organization or artist loaning the material provided that any artwork sold remains on display until the conclusion of the exhibition. However, earlier removal may be approved by the Arts Committee.

The lender is responsible for all aspects of a sale transaction on artwork on display at the Hays County Government Center. Information on how to contact the lender to purchase artwork may be included on the descriptive label for the artwork, and in supplementary sales material provided at the sole expense of the lender. The Arts Committee must approve any supplementary sales material and the location and display of the material.

The County of Hays does not receive a commission on or compensation from the sale of artwork exhibited at Hays County Government Center.

13. INSURANCE

The County of Hays' Fine Arts Insurance Policy provides coverage for artwork loaned to the County for exhibition while it is on the premises under care of county staff. The County will take every reasonable precaution to secure the safety of artwork on loan to the County, but is not responsible for damage or theft except as covered in the Fine Arts Insurance Policy. The organization or artist lending the artwork assumes all uncovered risk.

