

	<b>CITY OF LACOMBE</b> <b>COUNCIL POLICY</b>	
	<b>ART EXHIBITIONS IN</b> <b>MUNICIPAL SPACES</b>	
	Directive Number:	78/148.01 2017PO
	Effective By:	June 12, 2017
	Rescinds:	N/A
	Review Frequency:	Every 5 years
	Responsible Department:	Community Services
	Reference:	Public Art Collection Policy 78/210.01 (12) Public Art Collection Administrative Directive 78/210.03 (12)

## PURPOSE OF THE POLICY

The purpose of this policy is to allow groups, organizations, schools or individuals to exhibit their artwork at the Lacombe Memorial Centre or other publicly accessible municipal spaces suitable for an art exhibition.

This policy provides guidance in the selection of exhibits, to inform the public about the principles upon which exhibits are arranged, and to encourage equitable utilization of exhibit areas by artists.

## POLICY STATEMENT

Exhibitions provide visual enrichment and a welcoming environment to municipal facilities and also promote diverse educational and cultural experiences

An accessible exhibition space will:

- broaden horizons by presenting a wide range of art, collections or displays
- support community cultural and artistic activities
- increase public awareness and appreciation of the arts
- nourish intellectual aesthetic and creative growth

## APPLICABILITY

City of Lacombe, Lacombe City Council, Lacombe Art Collection Committee.  
This policy takes precedence overall other display / exhibition policies.

## DEFINITIONS & ABBREVIATIONS

- **City**
  - the City of Lacombe.
- **Council**
  - Lacombe City Council.
- **Lacombe Art Collection Committee (LACC)**
  - A committee mandated by City Council.
- **Exhibition Space**
  - A designated area within a municipal property or within City leased property, which is determined to be suitable for the display of artwork.
- **Sub Committee**

- o Members of the public who have been selected or have volunteered to jury and assist with exhibitions in the Lacombe Memorial Centre

## RESPONSIBILITIES

### LACC

1. The LACC or sub-committee is responsible for coordinating a program of exhibitions for each calendar year.
2. The LACC or sub-committee organizes exhibitions by sending out a call for artists or inviting individuals to curate exhibitions. The LACC or sub-committee also considers exhibition proposals submitted by students, schools, as well as members of the public..
3. The LACC or sub-committee is responsible for evaluating proposals for exhibitions and making recommendations to the Executive Assistant for Community Services.
4. The Executive Assistant for Community Services (EA) is responsible for informing exhibitors that their proposal has been accepted. The EA or representative(s) of the sub-committee will meet with the artist/exhibitor to establish specific dates for installation and removal, and co-ordinate any activity related to the exhibition. An exhibit may be canceled at any stage if the exhibitors have not met the agreed upon conditions.
5. The LACC or sub-committee addresses any complaints about exhibitions. When deemed necessary, the LACC or sub-committee will forward complaints to the Executive Assistant for Community Services.

### Exhibitors

1. Exhibitors are responsible for setting up their exhibits. This will usually be done within two days of the scheduled start of the exhibition. Assistance from an LACC or sub-committee member may be available.
2. Exhibitors are responsible for including gallery/archival standard labels and signage. The title of the exhibition should appear prominently. The LACC or sub-committee may provide some assistance.
3. Exhibitors are responsible for the dismantling of their exhibits. Exhibitions must be removed within two days after the end of the scheduled period of exhibition.
4. Exhibitors are responsible for providing proof of their own insurance for liability, theft and damage of exhibited artworks.
5. Exhibitors may not affix price tags to the works or distribute price lists in the building. Pieces may not be sold and removed during the exhibition.
6. Exhibitors will not involve the City of Lacombe in the sale of any exhibition pieces.

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Original Signed

Mayor

\_\_\_\_\_  
June 12, 2017

Approval Date  
(MMMM/DD/YYYY)

\_\_\_\_\_  
Original Signed

Chief Administrative Officer

\_\_\_\_\_  
June 12, 2017

Approval Date  
(MMMM/DD/YYYY)