



ART IN PUBLIC PLACES

Letter of Intention to Donate or Loan Art

OVERVIEW

The City of Prescott has established guidelines for the acceptance of public art (see Council Resolution 4279-1488) and has established the Art in Public Places Committee to evaluate and determine the suitability of donated artwork. The Committee will consider the location, cost, quality, aesthetic character, and safety of the proposed donation and make a recommendation to the City Council to accept or decline the offer.

The process begins with the donor or lender giving a detailed description of the artwork to the Art in Public Places Committee which will then schedule a review of the offer. The donor / lender will have an opportunity to make an informational presentation to the Committee. Concurrence of affected City departments and input from important stakeholders is required prior to a recommendation to the City Council.

Many forms of art may be donated or loaned to the City. Paintings, stained glass, photographs and large outdoor sculptures are examples.

Many items will have little or no installation cost. However, some items may require significant expense. There may be engineering requirements, site modifications, City code compliance, and insurance requirements. These costs shall be generally borne by the donating or lending entity.

Art donated and located on City property shall be dedicated to the City. The artist may retain rights under the "Visual Artist Rights Act" and the "Copyright Act of 1976", except as limited by this agreement such as ownership and possession.

PROCEDURE:

STEP 1 The donor / lender may meet with the Art in Public Places Committee at one of the scheduled meetings and discuss their proposed donation. The prospective donor / lender will be given a copy of the Guidelines for Acceptance of Public Art. They shall become familiar with these requirements. The donor / lender shall submit a Letter of Intention stating that the donor wishes to donate, loan or bequest an artwork to the City. Use the attached form.

STEP 2 The Art in Public Places Committee will schedule a review of the offer and notify the prospective donor / lender in writing of the date and time for the review meeting. The review may require several steps. The Committee may enlist the services of experts to assist the review process.

STEP 3 Upon review, the Art in Public Places Committee may decline to accept the artwork as described in the Guidelines for Acceptance of Public Art Section A-2. The Committee will then prepare a draft written donation or loan agreement which includes the responsibilities of each party in accordance with the Guidelines for Acceptance of Public Art. The Committee will make a recommendation to the City Council regarding acceptance or non-acceptance of the artwork.

STEP 4 The City Council shall accept or decline the artwork for the City. After the City Council's decision the Committee will notify the donor / lender of the decision in writing. It is recommended that the donor / lender attend the City Council meeting and be prepared to discuss the artwork.

STEP 5 If installation is required, the donor / lender shall secure any required engineering, permits, insurance and funding. The donor / lender and the installer shall work with the appropriate City Departments to ensure compatibility with existing infrastructure. The City reserves the right to make all final decisions on maintenance, relocation, or removal of the artwork.



Art in Public Places

Letter of Intention to Donate, Loan or Bequest Art

Donor/Lender Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Contact Person: _____

Email: _____

Suggested Location: _____

Artist Resume: Please attach information about the artist.

Description of the Artwork: Include the media, dimensions, information about the artist, visual documentation including color photos and electronic files. If the artwork is not a finished piece, describe how the work will be completed.

If a Site Installation: Briefly discuss the timeframe, cost involved, and site preparation requirements. Provide a map, sketch, maquette, and or a Photoshop image of its relationship to the site.