

## Art Installation Guidelines

### Sacramento City College

### Installations

These Installation Guidelines are constructed in order to assure that all art installations are completed in a timely manner, safely and within codes and regulations as mandated by the city, state, and federal government as well as the education code and the Los Rios Policies and Regulations. These guidelines are intended to support artistic expression that recognizes the merits of the installation of art. Students and others requesting the installation of art on campus, whether permanent or temporary, are requested to comply with these guidelines. Specifically prohibited in LRCCD buildings and on LRCCD property are:

- Setting off fireworks, explosives, or any similar device
- Displaying or using a knife, gun, or other weapon
- Possession or use of illegal drugs, including alcohol
- Open flames, smoke, or gases inside of a building
- Exposing others to blood, urine, feces, chemicals, or other hazardous materials
- Any activity that has the potential to cause injury to the artist and either participants or performers, audience members, or others.

Installation of art at the Sacramento City College main campus, the West Sacramento Center, and the Davis Center properties, other than in designated galleries such as Kondos Gallery and the Russ Solomon gallery, must have prior authorization through the Art Installation Request form. \*link

Please be aware that Sacramento City College does not own the median strips, trees, sidewalks, streets, telephone or light poles along Sutterville Road or Freeport Boulevard, nor at the Light Rail Station. Any art installation must be on college property.

Art Installation Request forms are submitted to the Art Installation Advisory Committee outlining the details and the timetable for the artwork at least two months prior to the installation. Completed applications should be submitted to the Dean of Humanities and Fine Arts.

The Art Installation Advisory Committee will review the request, make recommendations or comments, and either recommend the approval or denial of the installation. The Dean of Humanities and Fine Arts will then forward the completed documents to the Director of Operations at Sacramento City College, who must provide the final approval or denial. If a piece of art is considered controversial, at any step of the process, the request will go to the college president for final consideration.

Any installed art deemed a public health or safety hazard, and installations that have not received authorization, will be removed immediately.

Artwork must comply with all agency regulations to include LRCCD, DSA, ADA, and other city, state, county, and federal regulations.

Full details of the desired installation, required equipment, purchase information, schematics, and other information must be submitted with the request. Budget information must also be submitted when applicable.

No artwork may be placed in the Child Development Center.

Defacement of SCC buildings and public or private property is not considered artwork. While graffiti may be considered artwork, it is not allowed without permission via the art installation guidelines. Violators will be subject to disciplinary action. The Operations Division will review areas for approval and will include structural compatibility, safety of the installation, appropriate placement location, and future implications of the art as relates to planning.

Permanent artwork must be donated to the campus via the Los Rios Foundation. Such donations are considered “gifts in kind” and are governed by the policies and procedures for such gifts by the Los Rios Foundation.<sup>1</sup>

Removal of artwork granted temporary display and all portions thereof is responsibility of the artist and or group advisor.

## Liability

The district will insure professional artists’ work. All forms related to an exhibition of the insured piece must be signed and presented to the Business Services Office prior to the start of that exposition.

All insured exhibitions must be held in the Kondos Gallery.

All student work from SCC and other learning institutions will not be insured. All artists exhibiting their work uninsured must sign Waivers of Liability prior to participating at an art exhibition at Sacramento City College.

All pieces privately owned and on-loan to the college must have both coverage to protect the piece as well as coverage to protect LRCCD property against damage to persons or property caused by the piece. Copies of the property coverage must be presented as part of the application package.

## Applications

All installation requests must have an application package submitted with all information at least two weeks prior to the next committee meeting. Check the calendar or contact the Dean of Humanities and Fine Arts to confirm the meeting dates. This does not apply to student exhibitions scheduled by approved instructors for a limited time or as part of class.

The application package must include:

- Application completely filled out
- Full description of the piece, including size and measurements
- Pictures of the piece or a design drawing of the piece to be made

- Pictures of the location of the installation
- Insurance documentation
- Installation requirements

### *Approval process*

Application packages are submitted to the Art Installation Advisory Committee at least two weeks prior to the next committee meeting.

Members will review the application for completion and applicability and then make a recommendation. Should there be a question, the committee may contact the submitter for an interview or clarification.

If the submitter is not the same person as the artist, there must be written authorization from the artist to represent the piece or proof of ownership if the piece is owned by the submitter.

Submitters understand that pieces may be damaged as the college is a public space and that LRCCD will not be responsible for the damage. Damage by LRCCD employees that can be proven is done so by the employees will be addressed by LRCCD personnel.

All art pieces must comply with guidelines and LRCCD Policies and Regulations and conform to the Campus Mission, Vision, and Values.

Art pieces cannot be advertisements for products or services nor be offensive in manner or content, as would be reasonably considered offensive as deemed by the Art Installation Advisory Committee.

No member of the College shall personally profit from any transaction involving the sale or exchange of objects in the collection or as presented on display.

### *Other Works*

Other works will include those pieces deemed historic commemorative works, departmental work, or other campus collections.

Commemorative works with historical significance to the campus such as busts or large-scale plaques that are sited outdoors or in mid to major public places must be reviewed by the Art Installation Advisory Committee for static display after the piece is approved. The particular commemoration will comply with appropriate facilities and naming policies.

Departmental or other campus collections would be fixed architectural ornamentation that is not subject to this policy. This may include friezes, murals, or other architectural ornamentation.

## Guides for Displays

In general, available works from the rotating displays will be exhibited in the following manner and priority:

- High access public places such as hallways, foyers, atriums, cafeterias, and lounges would be appropriate to install pickets to block off space. The spaces are considered general access and, if artwork is approved for display by the Art Installation Advisory Committee, no person or group of persons may prohibit exhibiting work in these spaces with the sole exception of the SCC president.
- Medium access public spaces would be division offices computer labs administrator private offices conference rooms and waiting areas. The principal administrator of said spaces must request artwork for these spaces via e-mail to the gallery specialist. Each request will be documented including turnaround time on the request. In general, no more than one month will pass before the completion of any such request
- Low access public offices such as private offices. The principal officeholder must make requests for these spaces through their division office, who will then do so via e-mail to the gallery specialist. Again, each request will be documented including turnaround time on the request, and no more than one month should pass before the execution of any such request.
- Facilities personnel under guidance of the gallery director may hang large works. The gallery director will hang smaller works, utilizing agreed-upon mounting hardware.
- Students working for the gallery should not be asked to perform any task that may prove dangerous to their health. Students are directed to identify any task they are unable to perform or may be uncomfortable performing.
- Lawn spaces must be physically suitable to support work.
- Artwork should not be hung so that the artwork itself creates a hazard. Heavy artwork should be hung from appropriate hardware so that it is secure even if bumped and 3-D artwork should be similarly secure, fastened to a heavy base or the floor. Artwork above a seating area should be hung high enough that the edges and corners of the art are not a hazard to heads or raised arms, and so the artwork does not get damaged. Such artwork should be approved by the Operations Division and coordinated with Facilities Management. No artwork will be hung in violation of fire code or ADA requirements.
- Areas that get too much direct sunlight should be avoided as it can damage the art, especially older more fragile paintings or drawings.
- To a large extent anything that protects the artwork from damage will also protect viewers or bystanders. Basic questions of safety shall be left to the judgment of the gallery specialist in coordination with Operations and the Los Rios Police Department. At no time will artwork be unavailable to the disabled nor pose a hazard to any disabled person.

## Sacramento City College Art Installation Advisory Committee Proposed Structure and Focus

### **Purpose**

The Art Installation Advisory Committee is an advisory committee. Advisory committees are comprised of individuals who bring specific knowledge and experience about a particular topic or issue. They do not play a formal governance role, are not subject to the Brown Act, and cannot issue directives or engage in formal decision-making. They can, however, give advice about specific programs, initiatives, or topics; provide oversight over a program or a funding source; engage in planning activities; study issues; act as an independent sounding board; and share recommendations (although recommendations are non-binding). Advisory councils can report to a manager, a project director, a coordinator, or some other single entity.

### **Function**

The Art Installation Advisory Committee reviews applications for public art display on the campus of Sacramento City College and its outreach centers. These recommendations are made following allowances of the LRCCD Facilities Management and SCC Office of Operations. Furthermore, the committee serves to advise groups requesting creation and/or display and connecting them with necessary advisors (eg. An Art faculty member could advise a group creating a mural with expertise of preparation, materials, creative considerations, etc.)

### **Membership**

The Art Installation Advisory Committee should be comprised of

- 2-3 Art SCC Art Faculty (at least 1 full time)
- 1 at large Faculty member
- 1 Art classified (eg. Instructional Assistant)
- Dean of Humanities and Fine Arts
- 1 classified professional from Operations (eg. Technician)
- 1 Supervisor from Operations

### **Final Authorization**

If approved, the final authorization for any art installation will be signed by the Director of Operations at Sacramento City College, who will consult with the college president if anyone involved in the approval process considers the artwork controversial or if there are questions about the particular space requested for the installation.

## <sup>1</sup>ART Donations

All donations of ART are considered “gifts in kind” and must be processed through the Los Rios Foundation.

**Requirements:** The Foundation accepts gifts of tangible personal property which are to be kept and used by the District and/or Colleges if they can be used to the benefit of College programs and services. All gifts of tangible property must be processed through the designated College Office of Philanthropy or the Foundation, as appropriate. The donor should first contact the appropriate College Office of Philanthropy to verify that the property to be donated can and will be used in support of educational programs or services.

The IRS requires the donor to provide the reasonable market value for any gift of tangible property, which could be a receipt of purchase, appraisal, or comparable value estimate. The Los Rios Community College District and/or the Foundation or a College Office of Philanthropy cannot establish market value. The appraisal cost is the donor’s responsibility. Gifts with fair market values exceeding \$5,000 will be reported at the values placed on them by qualified independent appraisers as required by the IRS for valuing noncash charitable contributions. Gifts of \$5,000 and under may be reported at either the value declared by the donor or the value placed on them by a qualified expert. If a value as specified above is not placed on a gift of personal property, the value shall be recorded as \$1.

The LRCCD Board of Trustees, as required by the Education Code 72241 and LRCCD Board Policy and Regulation 8254, must accept the donation.

**Restrictions:** Gifts that do not further the mission of the District, Foundation or the Colleges will not be accepted. Gifts with exceptional carrying costs, storage costs, maintenance costs, or the potential for significant liability to the District shall not be accepted.

Typically, the process is as follows:

1. Donor contacts Los Rios Foundation, in particular SCC’s Director of Philanthropy.
2. The director contacts the relevant department as to their desire to receive the work.
3. Upon receipt, the designated department must go through the Art Installation Process in order to have the work displayed.

The reviewing body for donations and gifts for SCC and the Centers is the Vice Presidents and President of the college. It is advised that faculty from the ART department or culturally-relevant groups be consulted in these decisions to help determine the significance of the proposed donation.

The rejection of proposed artwork may be due to:

- Inappropriateness in context of the SCC campus
- Unacceptable site availability
- Concerns about long-term maintenance