



Public Art Committee
Exhibition Criteria and Application
Revised 4/23/19 lw

South Suburban Public Art Committee Exhibition Processes

South Suburban Park and Recreation District (SSPRD) is a local government dedicated to contributing to the full and meaningful lives of our residents by providing a variety of leisure services as well as improving the quality of life through stewardship of environment, parks, trails and open spaces.

The South Suburban Public Art Committee (SSPAC) recommends to the South Suburban Board of Directors the selection, placement and installation of art in public parks, along trails and in recreation facility venues to encourage a legacy of art to be enjoyed and appreciated by South Suburban residents.

The District will provide exhibit space at various recreation facilities, for student artwork generated in District programs and for artwork created by individuals and groups from Colorado. Art exhibits at these facilities are intended to support and promote the District's mission to enrich the lives of our residents. The materials displayed in the recreation facilities must be suitable for viewing by District patrons of all ages. Therefore, the SSPAC and the South Suburban Board of Directors reserves the right to ensure that art displays are balanced and appropriate.

All submissions for exhibits are evaluated and subject to approval by the SSPAC which is appointed by the South Suburban Board of Directors. SSPAC is composed of members representing The Littleton Fine Arts Council, the Lone Tree Arts Commission and members representing the District public-at-large. Committee members may include artists, art educators, arts administrators and art collectors.

The SSPAC's charge is to choose art of the highest quality. The SSPAC selects artists by a digital image review process, or by special invitation to exhibit. The committee plans the exhibit calendar and makes recommendations concerning the policies and procedures under which the gallery space is operated.

Criteria for selection of artwork for temporary exhibitions are as follows:

- 1) Aesthetic qualities.
- 2) Quality of craftsmanship.
- 3) Quality of presentation, including appropriate framing or edge finishing
- 4) Durability of the piece for display in a public place.
- 5) Size and shape in relation to the display area.
- 6) Suitability of subject matter.



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South Suburban Park and Recreation Public Art Committee (SSPAC)

ART FOR A TEMPORARY EXHIBIT AGREEMENT (Pages 2 - 4)

The artist agrees to the following:

Different exhibitions may be hung monthly, scheduled on an exhibition calendar beginning in January of each year.

Artists will be notified by letter of acceptance or non-acceptance after the SSPAC meets to review entries.

All items must be professionally and appropriately presented, which includes framing or neatly finished edges and a back-wire on two-dimensional pieces. If a piece of artwork is on a canvas or panel and is less than ¾" depth, then it must be framed. No visible staples are allowed. Two and three-dimensional pieces may be displayed at the Lone Tree, Goodson, and Buck Recreation Centers. The artist is required to provide labels of uniform size, but at least 2" X 3 1/2". These labels should indicate the artist's name, the title of the piece, the media and the price. The labels must be attached to the front of the work for public viewing, as we cannot attach anything to walls.

At the time of hanging, the artist will provide the SSPAC with a list of items in the exhibit and will specify an insured value for those items. Objects will be insured by the exhibitor in accordance with established insurance values. The total value of any exhibit may not exceed \$50,000. SSPRD will not be responsible for a loss. If individual pieces of one work can be priced and sold separately, for insurance purposes, they must be valued both as a set and separately. The value established at acceptance will remain the insured value throughout the show.

If items are for sale, the artist will provide a list of the items, by title, indicating sale price. This list will indicate the name and phone number of the person who will be handling all sale arrangements. The list will be available at the front reception desk of the recreation facilities during the show; however, SSPRD staff members shall not be involved in the sale of any item. All appropriate taxes are the responsibility of the individual artist.

All items in the exhibit, including items that are sold, must remain hanging for the entire time period scheduled for the exhibit. The artist is responsible for delivering sold art into the hands of the buyer. SSPAC will not be responsible for storage or late pick up of art.

The artist agrees to remit 20 percent of the sale price of any work sold while on exhibition at the recreation facilities or of sales made as a direct result of this exhibition to South Suburban Parks and Recreation District. Net monies received will be used to provide additional public art to District residents. Please remit to the Lone Tree Hub (South Suburban Parks and Recreation), c/o Darcie LaScala, 8827 Lone Tree Parkway, Lone Tree, CO 80124.



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It is the responsibility of the artist to provide framed, back-wired work to the facility by a prearranged date. The SSPAC or its liaison will hang the show on a Walker Hanging System. See the following web site for an explanation of this type of [hanging system](#).

The artist will be responsible for removing the exhibit by a prearranged date. A charge will be assessed if the exhibit is not removed by the designated day unless special arrangements have been made. The charge will include a labor charge of \$10 per hour per person for taking the show down and a storage fee of \$10 per day.

Exhibits will include a sign created by SSPRD indicating the name of the exhibiting artist and arts organization (if applicable) and other pertinent information. This sign will be 8 ½ " X 11". Artists or arts organizations will provide SSPAC the necessary information for this sign no later than four weeks prior to the opening of the exhibition.

The SSPRD Communications/Marketing Department will provide publicity for gallery exhibits. *A publicity questionnaire, for press release purposes, must be completed by the artist and returned upon acceptance by the Committee as an exhibitor. The artist agrees to submit the publicity questionnaire and other necessary publicity information (such as photos of work to be displayed) to the SSPR Communications Dept., Attn: Lynne Wachter, 6631 S. University Blvd., Centennial, CO 80121.

After making every effort to notify the artist of the need to better prepare, protect or remove a piece, the SSPAC reserves the right to remove work it deems damaged or inadequately protected during the course of an exhibit.

There is an opportunity for artists to plan and hold an exhibition reception; please call the appropriate Assistant Facility Manager of the facility where the work is to be hung as soon as possible and arrange to rent a multipurpose room or lobby space. Receptions must be held during regular facility operation hours. The exhibitors are responsible for creating and sending invitations, setting up the reception, providing all supplies and leaving the room in a clean and orderly condition. The artist may provide light refreshments. Alcohol may be served if a permit is obtained by artist.

Individuals may exhibit as part of a group after the group submits electronic images of each artist for review by the PAC.

_____ Signature of artist		_____ Date	
_____ Organization (if applicable)			
_____ Address	_____ City	_____ State	_____ Zip
_____ Telephone			



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EXHIBITION APPLICATION to accompany signed Agreement

Name of artist or group:	Date filled out:
Contact person:	
Street Address:	
City:	State, Zip:
Telephone Day:	Telephone Evening:
Email:	Web Site:
Gallery desired: ☐ Buck Community Recreation Center, Littleton (38 linear feet)-Monthly ☐ Goodson Recreation Center, Centennial (8 - 43" W x 60" L panels)-Monthly ☐ Goodson Recreation Center (adjustable 4 shelf glass tower 72" H, 30" W)-Monthly ☐ Lone Tree Recreation Center, Lone Tree (50 linear feet)-Monthly ☐ Lone Tree Recreation Center (adjustable 4 shelf glass tower 72" H, 30" W)-Monthly	
Exhibition month (s) & location by preference 1, 2, 3: _____ Year _____	
Jan _____ at _____ Mar _____ at _____ May _____ at _____ Jul _____ at _____ Sep _____ at _____ Nov _____ at _____	Feb _____ at _____ Apr _____ at _____ Jun _____ at _____ Aug _____ at _____ Oct _____ at _____ Dec _____ at _____
Please submit the following: ☐ Signed agreement and the completed application. ☐ A minimum of 10 representative photos emailed or mailed to Lone Tree Hub (South Suburban Parks and Recreation), c/o Darcie LaScala, 8827 Lone Tree Parkway, Lone Tree, CO 80124. ☐ Label each digital image with title, size and media. ☐ Description of framing or mounting style, with photograph of frame or finished edges ☐ Include a self-addressed stamped envelope for the return of your CD after the Committee meets; otherwise, it will not be returned. ☐ Your resume including training, prior exhibitions and artist's statement. ☐ Once accepted by the Public Art Committee, send in the *Publicity Questionnaire on page 5 to Lynne Wachter, South Suburban Parks and Recreation, 6631 S. University Blvd., Centennial, CO 80121 or lynnew@sspr.org.	
How many pieces are anticipated for the exhibition? _____	
*For media give title and brief general description of work:	
South Suburban Public Art Committee will select individual pieces to hang based on the following criteria: aesthetic qualities, quality of craftsmanship and presentation, durability for public display, size and shape in relation to the display area and suitability of subject matter. SSPAC and the South Suburban Board of Directors reserves the right to ensure that art displays are balanced and appropriate and may remove any artwork at any time.	



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Required Publicity Questionnaire

For publicity purposes, please send this completed form along with clear jpgs of artwork to Lynne Wachter at lynnew@ssprd.org, or to South Suburban Parks and Recreation 6631 S. University Blvd Centennial 80121.

Name of artist or group:

Date form:

City of Residence:

Contact person:

Daytime Phone Number where news media may contact you:

Email:

Web Site:

Gallery location:

() Buck Community Recreation Center; () Goodson Recreation Center; () Lone Tree Recreation Center

First Day that Exhibition is open to the public:

Final Day that Exhibition is open to the public:

If you are hosting a public reception onsite, provide date and time:

Are you providing refreshments? () Yes () No

Title of Exhibition:

Number of pieces anticipated for this exhibition:

Type(s) of media used in this exhibition:

Describe this exhibition as you would want the public to know: