



# REGIONAL PARK AND OPEN SPACE DISTRICT

## Policy and Procedure Manual



7.13

Selection and Guidelines for Public Artwork

### I. POLICY

These procedures and rules of operation (“Guidelines”) shall govern the acceptance, placement and erection, on a temporary or permanent basis, of artwork and other structures on property owned or operated by the Riverside County Regional Park and Open Space District (District).

### II. PURPOSE

The District recognizes that public artwork is inevitably viewed as a representation of the community. It is the purpose of these guidelines to provide for artwork within the District’s parks that is safe and secure, of high artistic and cultural significance, of interest and appeal to the community, and compatible with all other uses and operations of the parks.

### III. PROCEDURE

These guidelines shall be utilized for all proposals for permanent or temporary installations of visual arts, including but not limited to indoor and outdoor statuary, sculpture, monuments, mosaics, murals, and paintings. These guidelines shall apply to placements, loans, donations, and works commissioned by the District. These guidelines shall not apply to memorial plaques, exhibitions to be held on District property and sponsored by the District or County of Riverside, exhibitions of a temporary nature in conjunction with the issuance of a Special Event Permit or Community Centers under lease.

- A. Proposals for temporary or permanent placement of artwork in the parks should be submitted initially to the Chief of Resources of the District. The proposal must be in writing and should contain as much detail as possible concerning the proposed artwork. Within 10 days of receipt of a proposal which meets District criteria, the Chief of Resources shall prepare a summary for the District General Manager and Chief of Parks and Recreation.



## REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



7.13

Selection and Guidelines for Public Artwork

- B. Initial Evaluation By Staff Member – The District Superintendent(s) or other staff member as assigned by the Chief of Parks and Recreation shall make an initial determination and recommendation as to the suitability of the proposed artwork.
- C. The staff member shall review the materials submitted and, if necessary, confer with the artist and/or donor or sponsoring organization.
- D. The staff member shall make an initial determination as to whether the proposed artwork meets District criteria and whether there are any other reasons why the proposed artwork is not suitable for placement in the parks and should not be submitted to the District Advisory Commission (DAC).
- E. If the staff member believes that the artwork should not be submitted to the DAC because of its failure to meet District criteria, or any other reason, the staff member shall promptly notify the donor or sponsoring organization, in writing, and shall explain why he or she concluded that the artwork is not suitable for consideration by the District.
1. A copy of that notice shall be sent to the General Manager.
  2. If the artist and/or donor or sponsoring organization disagrees with the initial determination, and so notifies the staff member in writing, the staff member shall proceed with the process as described below and provide the General Manager with the artist's written rebuttal.
  3. If the staff member's initial determination is that the artwork does meet District criteria, the staff member shall proceed with the summary and presentation described below.
- F. Presentation of Proposed Artwork to the DAC



## REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



7.13

Selection and Guidelines for Public Artwork

1. Each proposed piece of artwork shall be presented by a District staff member who shall provide a written factual summary including at least the following information:
  - a. The identity of the donor or sponsoring organization(s) and artist(s), and a photograph, drawing or detailed description of the artwork;
  - b. An analysis of the artwork's design, materials, workmanship, structural stability and durability, dimensions, weight, and color(s);
  - c. A description of the proposed site for the artwork, including a summary of other artwork located or proposed to be located near that site; an inventory of buildings and landscapes in the area; an analysis of the impact of the proposed artwork on nearby historic buildings, landscapes, recreational facilities, utilities, and other uses of the park; an assessment of the weight bearing capacity of the site; and a description of the surrounding neighborhood;
  - d. A declaration as to whether the artwork is proposed for permanent or temporary placement and, if temporary, the timing and duration of the proposed placement;
  - e. An analysis of potential public safety and all liability issues that could result from placement of the artwork, as well as any additional hazards posed for children;
  - f. An analysis of potential maintenance needs and costs associated with the artwork, any endowments or provisions made by the



## REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



7.13

Selection and Guidelines for Public Artwork

sponsoring organization and/or artist for maintenance and repairs, and a summary of actual or potential costs that would be the responsibility of the District;

g. A summary of the artwork's artistic, historical and cultural significance; and

h. An analysis of costs to the District.

2. In preparing the report described above, the staff member shall meet with and seek input and recommendations from staff on site, if any, for the park in which the artwork is proposed to be located and the artist and/or sponsoring organization.

3. The DAC shall recommend whether the proposed artwork should be accepted for permanent or temporary placement, as follows:

a. "Permanent" placement means placement in a particular park for an indefinite period, with a re-evaluation of the artwork 20 years after its placement and periodically thereafter as the DAC sees fit. Artwork accepted for "permanent" placement shall be generally of universal and lasting historical or cultural significance to the community at large or the communities adjacent to the park in which the work is proposed to be placed. The General Manager reserves the right to remove the artwork at any time prior to the end of the designated period if doing so is deemed to be in the District's interest.

b. "Temporary" placement means placement in a particular park for a duration of a fixed period of time, and not in conjunction with the issuance of a Special Event Permit. Temporary artwork shall



## REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



7.13

Selection and Guidelines for Public Artwork

include artwork that is loaned to the District. Artwork accepted for temporary placement may be of less universal (though still significant) appeal or less lasting historical or cultural significance, may be primarily for the benefit of a smaller segment of the community, or may celebrate a time-specific or time-sensitive event such as an anniversary or holiday.

Temporary artwork shall be removed at the end of the designated period unless the DAC votes to retain the artwork for a longer period prior to the expiration of the designated period. The General Manager reserves the right to remove the artwork at any time prior to the end of the designated period if doing so is deemed to be in the District's interest.

- G. The donor or sponsoring organization will be notified of the acceptance or denial in writing.
- H. Costs - The sponsoring organization or artist will be responsible for all costs to transport, place, display, insure, and maintain the artwork.



# REGIONAL PARK AND OPEN SPACE DISTRICT

## Policy and Procedure Manual

7.13

Selection and Guidelines for Public Artwork



**Policy** *7.13 Selection and Guidelines for Public Artwork*

**Original Issue Date:** March 9, 2015

**Office of Primary Responsibility:** General Manager

**Editor:** Bangle, Scott- General Manager

**Reviewed by:** Hamlett, Cynthia – Staff Writer

**Approved by:** District Advisory Commission

**Date Approved:** March 5, 2015

**Previous Revision Dates:** N/A

