

Town of Needham Board of Selectmen

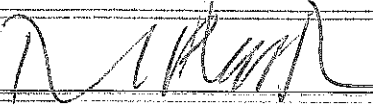
Policy Number: BOS-DIS-004

Policy: Town Hall Art Exhibits Policy

Date Approved: September 17, 2013

Date Revised:

Approved:



Chairman, Board of Selectman

Policy:

The renovated Town Hall has many areas suitable to showcase art exhibits. The Selectmen encourages the use of these spaces by Town Departments, local non-profit organizations, individuals, or other approved exhibitors.

1. Exhibit spaces include, but are not limited to:

Lower Level:

- a. The two lit display cases.
- b. The walls on either side of the display cases and across from them.
- c. The wall between the Accounting Department and the mailboxes.
- d. The wall opposite the break room.

First Floor:

- e. The wall across from the Treasurer's Office (near Highland Avenue doors).
- f. The walls flanking the doors to the Board of Selectmen doors in the hallway connecting the original building with the addition.

Second Floor:

- g. The wall outside of the Public Health Department.
2. The Office of the Town Manager will screen all proposed displays and exhibits and reserves the right to reject proposals. Exhibits and displays will be selected based on quality and community interest. Priority will be given to Needham residents.

Display space will be made available on an equitable basis. Acceptance of an exhibit does not imply Town endorsement of the opinions and viewpoints of the exhibitor.

3. Displays may be scheduled up to eighteen months in advance.
4. Exhibits will be limited to thirty (30) days.

5. Exhibitors must use the Town's hanging devices for art work (except in the display cases). No additional hooks, nails or other fasteners may be attached to the walls in Town Hall.
6. No special lighting will be allowed.
7. Exhibits must be set up between the hours of 8:30 am and 5:00 pm Monday through Friday and must be performed with assistance of a Town appointed staff member. Setup cannot begin prior to the first day of the scheduled exhibit date and take down must occur on the last day.
8. Exhibit space may not be used by commercial organizations for the purpose of advertisement.
9. No displays will be allowed that promote religious or political beliefs.
10. Artwork must be appropriate for people in all age groups viewing in a public place.
11. Exhibitors may include a price list if any items are for sale. All items must be listed on one price list that will be kept at the Office of the Town Manager for inquiries. This list should also contain the artist name and phone number. The Town Hall staff will not engage in any commercial activity. Any exhibitor wishing to sell items must agree to pay the Town a 10% commission on any sale that results from the item being displayed in Town Hall.
12. No admission fees may be charged to view the exhibits.
13. Potential exhibitors should provide the Town with examples of the work to be hung or displayed.
14. The Town of Needham will not be held liable for the loss or damage to any item on display. Exhibitors must sign an Exhibitor Agreement release form.
15. Interested artists and exhibitors should contact the Office of the Town Manager (781) 455-7500 extension zero for date availability and application, or check the Town's website at www.needhamma.gov.