

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0014-11-05 LGL 2011-0022
TITLE: CHASE GALLERY AT CITY HALL EFFECTIVE DATE: May 5, 2011 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The Chase Gallery (named after former mayor James E. Chase) at City Hall is located on the Lower Level adjacent to the City Council Chamber. It is used for rotating art exhibits or other displays of community interest.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all persons exhibiting artwork or otherwise using the Chase Gallery at City Hall.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the City of Spokane to allow rotating exhibits of artwork for public viewing at the Chase Gallery at City Hall.

5.2 The Gallery is open Monday through Friday, 8:00 a.m.– 5:00 p.m. and through City Council meetings on Monday evenings. It is also open as part of community events, such as First Friday and First Night.

## 6.0 PROCEDURE

### 6.1 Application To Hold An Exhibit.

6.1.1 Artists shall apply to the Spokane Arts Commission for an exhibit. Application forms are available online at [www.spokanearts.org/chase.aspx](http://www.spokanearts.org/chase.aspx) or at the City of Spokane Arts Department offices.

6.1.2 After an artist's acceptance by the Spokane Arts Commission or its designated sub-committee for an exhibit, the artist will confer with the Arts Director to set up exhibit dates and review the division of responsibilities.

6.1.3 The artist must provide the Arts Department with:

- a. a current resume;
- b. an artist statement (in time for use in news release preparation);
- c. a price list (for insurance as well as sales purposes);
- d. information for title cards; and
- e. mailing list on labels (as supplement to the Arts Department own list of eight hundred (800+))

### 6.2 Responsibilities of Artists.

6.2.1 Artists are responsible for getting their artwork to and from the Chase Gallery for hanging. They will work with the Arts Director on hanging the show, if at all possible.

6.2.2 The Arts Director will make the final decisions on placement and/or inclusion of work.

6.2.3 Work can't be suspended by the ceiling or light fixtures.

6.2.4 Nails may not be driven into the concrete pillars or walls.

6.2.5 The Gallery has a limited number of pedestals, sculpture bases, and portable walls. Artists should consult with the Arts Director about what is available prior to planning the installation of the exhibit.

6.3 Responsibilities of the Arts Department.

6.3.1 Send out news releases on the exhibit to local media.

6.3.2 Print and mail out exhibit announcements using bulk mail (inside USA) or electronic media.

6.3.3 Make a price list available in the Arts Department office (Price lists are not displayed in the Gallery for security purposes). The City takes a twenty percent (20%) commission on sales. No works may be removed until the exhibit closes.

6.4 The City is insured for damage or loss to the artwork. The artist shall provide and list of the art pieces and the values / prices prior to the installation. The Arts Director may recommend special installation procedures for particularly vulnerable pieces.

6.5 The Arts Commission usually holds a reception for each exhibit.

6.6 Special Events.

City Departments and others wishing to hold special events in the gallery will need to contact Channel 5 at 509-625-6355 to schedule in coordination with the Council Chambers schedule. Special events will be approved by both the Arts Department and Channel 5 staff.

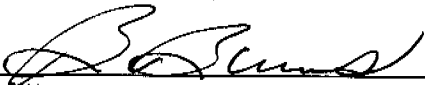
8.0 RESPONSIBILITIES

The Arts Director shall administer this policy.

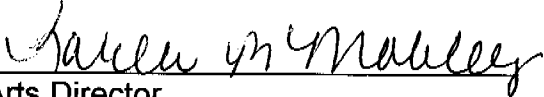
9.0 APPENDICES

None

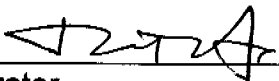
APPROVED BY:

  
\_\_\_\_\_  
City Attorney (Asst)

4-18-11  
Date

  
\_\_\_\_\_  
Arts Director

04.20.2011  
Date

  
\_\_\_\_\_  
City Administrator

4-20-11  
Date