



**TOWN OF LOS ALTOS HILLS
PUBLIC ART COMMITTEE**

PUBLIC ART LOAN PROGRAM POLICY

The Town of Los Altos Hills welcomes and encourages the loan of works of art to be considered for display in public places within the Town. To further that end, the Town Council, upon recommendation of the Public Art Committee, has established a Public Art Loan Program.

1. PURPOSE: The purpose of the Public Art Loan Program is to increase the visual and artistic appeal of the Town by facilitating the loan of works of art to LAH for placement in public places for an agreed period of time.

2. GENERAL CRITERIA FOR PARTICIPATION:

A. Works of Art: Works of art that are proposed to be loaned to the Town and placed on Town lands must:

- 1) Meet the definition of public art as set by the Public Art Committee (see the PAC's Master Plan - December 2017)
- 2) Be appropriate for viewing by all citizens and visitors to LAH
- 3) Enhance or increase the visual and artistic quality of the area in which they are placed.
- 4) Be owned by the individual or organization making the loan (the "Lender").

B. Term of Art Loans:

- 1) Public Art Loan Agreements shall be for a minimum of six months and a maximum of two (2) years, with a provision for up to one (1) - one year extension with the written approval of the Lender, the Public Art Committee and Town Council.
- 2) The Term of Loan cannot exceed a maximum of three (3) years.
- 3) At the end of the term of loan, the Lender will be granted up to six (6) additional weeks for the removal of the artwork from the site on which it resides.

C. Responsibility/Costs:

- 1) The Public Art Committee will designate the site for installation of the loaned artwork.
- 2) The Town will provide a simple concrete base and signage.
- 3) The Lender shall be responsible for transportation, installation, maintenance/repair of the artwork, removal and site repair (if necessary), and all costs associated therein.
- 4) The Town will provide ongoing site maintenance as well as assistance with installation and removal, under the supervision of the Lender or the Lender's representative. The Town shall not be held responsible for any damage to the work of art while it is on loan to the Town.

3. HONORARIA

- A. In gratitude for the loan of an artwork by its artist, LAH Public Art Committee will award the Artist-Lender an honorarium of an amount to be determined at the time of the loan. The honorarium will be appropriated by the Town Council as part of its affirmative decision to proceed with the artwork loan.

4. APPLICATION, REVIEW AND APPROVAL PROCESS:

- A. Application: Applications for a public art loan agreement shall be submitted to the LAH Public Art Committee. The application will include a description of and images of the proposed artwork, a statement of ownership, information regarding the artist, the term of the artwork loan, installation and maintenance details. Applicants will be informed of the general provisions included in a Public Art Loan Agreement (see item 3-E below).
- B. Administrative Review: Public Art Committee members will coordinate an administrative review by Town Staff (including the Department of Public Works) prior to submitting any recommendation for a loan of art to the Town Council.
- C. Public Art Committee Recommendation: The Public Art Committee shall meet with the applicant to review the application, consider the Engineering/Public Works assessment, decide on an honorarium and provide a recommendation whether to propose the loan of art to the Town Council for final approval.
- D. Town Council Action: Council members will review the recommendation of the Public Art Committee regarding the application and 1.) authorize entering into a Public Art Loan Agreement, or 2.) tentatively support the application with modifications, or 3.) deny the application. If the Council accepts the PAC recommendation, the Council will appropriate funds for the associated honorarium, if applicable.
- E. Public Art Loan Agreement: The public art loan agreement shall include:
 - 1) Term: Works of art authorized to be placed in a public place must remain for a minimum of six months. Term will be for a maximum of two years with a provision for extension to a third year with the written approval of the Lender, the Public Art Committee and the Town Council.
 - 2) Costs: Except for a simple concrete base and signage (see item F - signage - below), the Lender will be responsible for all costs associated with the loaned artwork, including but not limited to costs of transportation, installation, maintenance, removal and repair (if needed) of the LAH site.
 - 3) Installation: Works of art must be installed in accordance with the requirements of the Town Engineer.
 - 4) Maintenance: The Lender shall maintain the artwork while it is on display on LAH Town land. The Town will be responsible for general site maintenance.
 - 5) Removal: The Lender shall remove the work of art at the end of the term.

- 6) Restoration: The Lender shall be responsible for repair of damage to the site caused by the installation or removal of the artwork.
- 7) Any additional conditions deemed reasonable by the Town Manager, Town Council or Public Works Director.

F. SIGNAGE: Signage for a work of art placed in the public place shall be limited to a plaque no larger than 4" x 6". Wording on the plaque will be limited to the following information: (name of work of art) by (name of artist) date (the work was created) and Lender (if different from the artist).