



EVERGREEN PARK & RECREATION DISTRICT

Permanent Art Donation Procedure and Transfer Form

Evergreen Park & Recreation District's (EPRD) Public Art Program welcomes permanent donations of artwork to the District's collection.

Artwork in public places is a vital component of Evergreen's quality of life, and through the generosity of individual, group and corporate donations, we are able to increase the District's collection and install artwork in areas that might not receive it otherwise.

Application and Review Process

1. Donation Application Form

Potential donors should contact EPRD administrative staff to request a Donation Application form. This form requests standard information about the donated artwork, including statements from donor and recipient, transfer and ownership issues, proposed contribution to the District and community, liability, safety and maintenance issues, aesthetic quality and artistic merit, materials and media, location and placement and installation information.

2. Funding

Although not required in all circumstances, the District will request that all gifts to its art collection include a small amount of funding (up to 10% of the fair market value of the artwork) from the donor(s) to be designated for future conservation of the artwork. While a donation may be accepted without this funding in place, it is recommended in every case.

3. Presentation of Application to EPRD Board of Directors

Once an application is reviewed and recommended by the EPRD Executive Director (based on materials, engineering, conservation and safety/ADA issues), the donation shall be presented to the Board of Directors for review, final recommendations and acceptance.

**DONATION APPLICATION AND AGREEMENT FOR PERMANENT
ARTWORK TO THE EVERGREEN PARK & RECREATION DISTRICT**

General:

Name of Donor:

Organization:

Street Address:

State: _____ Zip Code: _____

Daytime Phone: () _____ Evening Phone: () _____

email: () _____

Proposed Placement Location of Donated Artwork, if Known:

Artwork:

Title of Artwork:

Artist(s):

Year of Completion: _____

Dimensions: Height _____ Width _____ Depth _____

Approximate Weight: _____

MATERIALS AND/OR FINISHES (Please list the exact materials used in fabricating the artwork. Where finishes are used, please indicate the exact finish including manufacturer and product information.)

VALUE (Please enclose a letter of appraisal from a professional appraiser of artwork indicating the fair market value of the proposed donation.)

DOCUMENTATION (Please provide in separate attachment photographic documentation or precise scale drawings of the artwork.)

Installation:

Method of Installation (Please indicate the proposed method of installation for the artwork. Include the names, addresses and telephone numbers of recommended contractors to be retained for the installation.)

***SOURCE OF FUNDS FOR THE INSTALLATION** (Who will fund the installation of the artwork.)

Drawings:

Refer to the attached sample. Please enclose drawings, if available, of:

1. SITE PLAN
2. ELEVATIONS
3. PERSPECTIVES
4. DETAILS OF STRUCTURAL ELEMENTS

Maintenance:

The District will request that all gifts to its art collection include a small amount of funding (up to 10% of the fair market value of the artwork) from the donor to be designated for future conservation of the artwork. While a donation application can be accepted without this funding in place, it will be recommended in every case. Funding for future conservation maintenance to be donated: \$ _____

*MAINTENANCE REQUIREMENTS (Please indicate the exact requirements for the on-going maintenance of the artwork.)

Insurance:

All works of art donated to the Evergreen Park & Recreation District on a permanent basis shall be covered under the District's insurance policy.

Indemnification:

Related to art delivery and installation activities, the donor shall indemnify, defend and hold District, and its employees, agents, board of directors and officers, engineers and attorneys, harmless from and against all costs, claims, damages, judgments, losses and expenses of every nature, including reasonable attorneys fees, arising at any time from any act or omission of donor or contractors, its employees, subcontractors and their employees, and all other persons directly or indirectly involved in or performing work for donor or contractors (other than the District and any other third party while under the control or supervision of the District) on the Project.

Location of Artwork:

Final location of all artwork shall be at the discretion of the Evergreen Park & Recreation District. The Evergreen Park & Recreation District shall have the right to relocate donated artwork at its discretion.

Transfer of Ownership:

As the Donor I (we) do hereby represent and warrant that I (we) have the sole right, title and interest to the artwork being donated to the District and attached hereto is the documentation reflecting ownership by Donor. I (we) certify that all information on this form is, to the best of my knowledge, true and factual. I (we) do further hereby transfer and assign all rights, title and interest in and to this artwork to the Evergreen Park & Recreation District and understand that location of art shall be at the discretion of the District and that the District may relocate the artwork from time to time.

Donor:

Authorized Representative of Donor Signature:

_____ Date: _____

Recipient Signature (Executive Director-Evergreen Park & Recreation District):

_____ Date: _____

CHECKLIST FOR DONATED ARTWORKS

The following criteria may be referenced by EPRD in the review of donations:

1. Statements

- Intent of Donor/Receiver
- Relationship Donor/Receiver
- Origin of Contact Donor/Receiver

2. Liability

- Susceptibility to wear and vandalism
- Potential danger to the public
- Insurance requirements, coverage, type and dollar amount
- Safety codes

3. Maintenance Requirements and Schedule

- Agreement between donor and District
- Permanence of materials
- Special Trust Fund established
- Environmental issues

4. Transfer

- Title/ownership
- Donor conditions
- Copyrights

5. Contribution to the District

- Education
- Historic
- Regional expression
- Collection
- Local/regional/international artist(s)

6. Aesthetic Quality/Artistic Merit

- Longevity
- Craftsmanship
- Creativeness
- Scale
- Color
- Proportion

7. Placement

- Site-specific
- Site to be located
- Limitations
- Restrictions
- Environmental concerns
- Cost to install

- Appropriateness
- Relationship to site

8. Community

- Approval
- Obscenity
- Safety
- Diversity

9. Medium

- Sculpture – in the round, bass relief, mobile, fountain, kinetic, electronic
- Graphic – printmaking, drawing
- Painting – all media
- Mosaics
- Photography
- Crafts – clay, fiber, textiles, wood, metal, plastics, stained glass
- Mixed media
- Earthworks and environmental installation
- Decorative, ornamental or functional elements designed by an artist

10. Not Considered Artworks (Unless Done by an Artist)

- Reproduction
- Unlimited edition
- Mass-produced
- Decorative
- Ornamental
- Function elements if architecture
- Direction elements such as super graphics, signage and color-coding
- Landscape