



## **CITY OF SANTA ROSA PROCEDURES FOR GIFTS TO THE PUBLIC ART COLLECTION**

The City of Santa Rosa Public Art Program appreciates the generosity of individuals and organizations wishing to donate works of art to the Public Art Collection.

The following procedure clarifies the process of donating, considerations by the Art in Public Places Committee and Public Art Program staff, and formal acceptance of the work by the Director of the Recreation & Parks Department.

1. Persons who wish to donate artwork to the City of Santa Rosa Public Art Collection ("City") are asked to consult with the Arts Coordinator who will outline the process.
2. The prospective donor(s) shall submit a completed Artwork Donation Proposal form which will be reviewed by the Arts Coordinator and forwarded to the Art in Public Places Committee ("APPC").
3. The APPC shall review the proposal and may request to physically view the piece of art during their evaluation process.
4. The APPC shall evaluate the proposed donation using the criteria listed below and make a recommendation to Director of Recreation & Parks ("Director") to accept or not accept the artwork.
5. The Director will consider the APPC's recommendation as well as technical input from the Arts Coordinator. If accepted, the date of acceptance constitutes the date of the accession of the artwork into the City's collection.
6. A formal agreement is signed by the donor transferring ownership of the artwork to the City. The agreement shall specify that the City cannot accept a donation having conditions and that all donated artwork will become the property of the City without any obligation to the donor.



**CITY OF SANTA ROSA  
ARTWORK DONATION PROPOSAL & AGREEMENT FORM**

1. Name of Donor(s) or Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Artwork

- a. Title: \_\_\_\_\_
- b. Medium: \_\_\_\_\_
- c. Artist: \_\_\_\_\_
- d. Dimensions: \_\_\_\_\_
- e. Date of Creation (if unknown, approximate date): \_\_\_\_\_
- f. Description (attach a picture): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- g. Brief History of Ownership: \_\_\_\_\_
- h. Appraisal Value (or receipt of purchase): \_\_\_\_\_

3. Please state the reason(s) you wish to donate this artwork to the City of Santa Rosa Public Art Collection, including why you believe the public would enjoy it:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature verifies that the above information is true and that I am willing to transfer ownership of the artwork to the City of Santa Rosa. I understand that the donation is free of any contingencies and that the artwork will become the property of the City without any obligation to me as the donor. I hereby agree to defend, indemnify and hold harmless, City, and its officers, agents, employees and volunteers from and against any and all claims, demands, causes of action, damages, liability, judgments, loss, or costs and expenses, including attorneys' fees and expenses of investigation, which may be suffered or incurred by any of them, or which may be claimed or alleged against any of them by any person or entity whatsoever arising out of, based upon, or related in any way to this Agreement.

\_\_\_\_\_  
Donor Signature Date

\_\_\_\_\_  
Recreation & Parks Director Signature Date



## EVALUATION CRITERIA

### **Aesthetic Criteria for APPC Review:**

1. Inherent artistic quality: The artwork demonstrates excellence in aesthetic quality, workmanship, innovation and creativity;
2. Context: The artwork demonstrates appropriateness in scale and form, and is of materials/media suitable for the site; and
3. Diversity: The artwork builds the diversity of the Public Art Collection.

### **Technical Criteria for Arts Coordinator Review:**

1. Documentation: There is documentation that the artwork can be legally donated to the City;
2. Public Safety: The durability, safety and anticipated maintenance needs of the artwork;
3. Cost: The ongoing financial costs associated with accepting the gift of artwork can be met; and
4. Site: The availability of an appropriate site for the artwork

*Additional criteria for technical review may be developed as necessary by the Recreation and Parks Department.*

The City of Santa Rosa has no obligation to accept, display, or maintain any items donated to the Public Art Collection. The Art in Public Places Committee shall make recommendations as to what item(s) offered for public display will be accepted, displayed or maintained by the City subject to final approval by the Director of Recreation & Parks. Once an item is accepted, the City shall be the sole owner of the donated item(s) and will have the right, in its sole and absolute discretion, except as limited by written title documents, to deaccession any donated item(s) without providing notice to or obtaining the consent of the donor.