

City of Iowa City

Temporary Display Policy and Application

The City of Iowa City wishes to foster the creation and installation of temporary exterior public displays on select public buildings. A limited number of exterior locations are available for the display of posters, banners, sculptures and/or other artwork that promotes community organizations, activities and events and/or shares original works of art. Display locations are hosted by the City as a free service and space is available at the locations listed in Attachment A.

Displays are limited to one month - the first day through the last day of the approved month.

Application Process

Applicants must submit application materials directly to the responsible staff listed on Attachment A no sooner than 8 weeks but *at least* four (4) weeks prior to the intended installation date. The applicant may be required to be available for discussion with staff or the Iowa City Public Art Advisory Committee regarding the proposal. Applications are reviewed on a first-come, first-serve basis. Incomplete applications will not be considered.

Content Criteria/Standards

Displays are intended to:

- welcome visitors
- promote specific community (non-commercial) activities and events
- provide an attractive seasonal display
- note historic events and/or anniversaries of community interest
- share works of original art

Displays are not intended to:

- advertise political candidates or issues
- contain injurious, offensive, or sexually explicit language or pictures
- advertise for commercial business
- solicit for fundraising or charitable contributions
- promote religious holidays or events
- be a performance based event as these are covered under separate policies
- suggest or promote the use of alcohol, tobacco or illegal drugs

Each display shall include as part of the display:

- the name and contact information for the group or individual preparing the display must be part of the display
- specific information about the activity or event (i.e. time, date, and place) If applicable

Installation/Material Requirements:

- Installations must be able to withstand human and weather elements associated with the installation location.
- Installation method must be acceptable to responsible staff so as to ensure a safe, secure display.

City of Iowa City Responsibilities

- Review submitted applications within a timely manner and provide notice of decision no later than 20 calendar days before the proposed installation after application submission.
- Grant applicant sole ownership of the final design and artwork and will not copyright the final design and artwork.
- Provide general coordination assistance with installation, removal, and promotion.
- Provide promotion of the installation as agreed upon with the applicant.

Applicant Responsibilities

- Propose high quality display that responds to guidelines.
- Provide funding for fabrication, installation, maintenance, insurance, deinstallation, and site restoration.
- Obtain necessary insurance policies, as determined by the City's Risk Manager naming City of Iowa City as an additional insured.
- Coordinate with designated staff the installation of display (tools, materials, utilities and equipment not provided by the City).
- Provide information regarding display and creator to the City for purposes of promotion and press releases.
- Monitor and maintain the artwork during the display period.
- Oversee deinstallation of artwork and site remediation. Artwork not removed by the end of the agreed upon dates will be removed and disposed of by City staff.

Determination of Eligibility for Display

The designated department staff will determine the eligibility of the display according to this Temporary Display Policy. Staff may seek the review by the Iowa City Public Art Advisory Committee in order to make that decision. If it is determined not to meet this Temporary Display Policy, the applicant will be informed of this decision, and the applicant will be offered the opportunity to modify the display to meet the eligibility requirements.

Disclaimers

- The City assumes no responsibility for loss, damage or destruction of items on display.
- The City does not accept responsibility for ensuring that all points of view are represented in any single display. Granting of permission to a display does not imply the City's endorsement of content nor will the City accept responsibility for the accuracy of statements made in such display.
- The City reserves the right to refuse display space to displays which, in its opinion, do not meet this Temporary Display Policy.

City of Iowa City
Temporary Display Application

Name of Applicant: _____ Date: _____

Address: _____ Phone #: _____

E-Mail Address: _____

Secondary Contact info: _____ Phone #: _____

Address: _____

E-Mail Address: _____

List of Participants/organizations involved in the display (attach additional sheet, if necessary):

Name	Contact Person	Email/Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Project Title: _____

Proposed Location: _____

Alternate Location: _____

Proposed Start Date of Display: _____

Type of Installation: Mural Canvas Gallery Display Sculpture

Other: _____

For the purposes of determining if the proposal meets the Temporary Display Policy, describe the purpose of the proposed installation:

Materials proposed to be used:

Describe how the display is proposed to be installed:

*****ATTACH A DETAILED IMAGE OF THE PROPOSED DESIGN TO THIS FORM*****
including dimensions and details on where it will be installed

How will the costs of the project be funded?

I agree to all provisions outlined in the Temporary Display Policy. I further agree that no alteration shall be made to the display as described in this application without written approval by the City.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____