

## **Art Exhibit Procedures**

This procedures document is to read in conjunction with the University's Art Exhibition Policy E.416

### **PURPOSE**

Persons or firms wishing to use Capilano University owned, leased, rented property, premises or buildings for the purpose of displaying art must first obtain prior written approval from the University per policy E.416.

This document guides the placement and removal of all art (student and non-student) on all Capilano University campuses except for individual office spaces.

Facilities will not permit the placement of art on a University campus without prior approval being obtained as per the Art Exhibition Policy.

Placement of artwork must comply with the University's health and safety regulations, policy and processes which includes; grounds and maintenance standards; guidelines regarding appropriate locations and materials; and procedures for secure and safe installation and removal of artwork.

### **ART PLACEMENT**

1. Upon approval, as per policy E.416, the art will be photographed by Facilities and assigned a number for tracking purposes. Facilities will maintain a central file of all art.
2. Art must have the approval number, ownership and approved exhibit dates and approved exhibit location attached to the Art at all times.
3. Facilities will track the Art removal date to ensure the art is removed from the campus upon expiry. Art that has exceeded its removal date will be held for 15 days and will then be brought to the attention of the Director, Contract Services & Capital Planning for decision on disposal.
4. Facilities will perform a general audit of the art on campus at least annually to ensure art placed on the campus is in compliance with the policy.
5. Art placed on the University, that does not display the information in #2 above, will immediately be brought to the attention of the Director, Contract Services & Capital Planning for action, which could include removal , disposal and/or sale.
6. Facilities will review, advise and ensure the artist (or entity displaying the art) complies with Facilities requirements regarding where and how the approved art is installed, such as, though not limited to:
  - a. placement and installation is performed in a safe manner that will not create a current or future safety hazard or liability;
  - b. avoid damage to walls, floors and any other surface;
  - c. extension cords must not be used;
  - d. mounting tape must not harm or damage surfaces;

- e. art cannot be suspended from or impair the proper operation of fire protection systems, ceiling systems, light fixtures, cameras and signage.
- f. lighting in stairwells, corridors, walkways and buildings in general must not be altered without prior Facilities approval from the Manager, Facilities – Building Systems; and
- g. art must not be mounted directly on any glass entrance or exist doors or on windows.

Access to the following must not be physically or visually obstructed in any way by the placement of the art:

- a. Security cameras;
- b. WiFi access points;
- c. Electronic notice boards/emergency monitors;
- d. Fire extinguishers, annunciator panels or other fire protection equipment;
- e. Utilities or janitorial doors or access hatches;
- f. Pathways, stairwells, corridors and handrails (reference to BC Building and Fire Code)
- g. Wayfinding, directional and exit signage

The following materials cannot be used under any circumstance:

- a. Ammunition;
- b. Flammable liquids;
- c. Explosives;
- d. Biohazardous or other hazardous waste of any kind.

## **REPAIR, MAINTENANCE and MOVING**

Placement of the art must not create extra work or cost for the University to maintain or secure the work. Such costs are to be charged back to the artist. All damage must be brought to the attention of the Director, Facilities for action.

The Facilities Department will repair any damage or assign the repair to an appropriate contractor. The artist is not to undertake any repairs/damage to University property.

Facilities will advise the artist of any required maintenance procedures resulting from the installation of the art.

The University will maintain the sole right to move or remove any art placed on the campus for operational, safety, or any reason the University deems appropriate. The University will endeavour to provide reasonable notice to those artists who have obtained prior approval, though in the event of an emergency or for safety reason the University reserves the unilateral right to immediately move or remove the art without notice. The Director, Facilities will be informed whenever art is moved or removed.

Art placed on the University Premises that has *not* been approved or is not compliant with the Placement of Art Policy is to be brought to the attention of the Director, Facilities for action. The art may be removed immediately at the University's sole discretion and without notice and the cost for such removal may be charged back to the artist.

The University will not take responsibility for the safety or security of Art placed on University Premises unless explicitly agreed to at the approval stage.