

	Policy No.	Replaces	Policy
	E.416		Executive
	Policy Name		
Art Exhibition Policy			
Approved by	Responsibility		Category
Executive	VP, Finance and Administration		Health, Safety & Environment
Date Issued	Date Revised	Revision	Related Policies, Reference
Sept 10, 2014			E.306

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.

Under the Occupiers' Liability Act the University is responsible to ensure that activities allowed on the campus are known and in compliance with the University's policies procedures and management of risks.

POLICY

The successful installation of artwork requires a general understanding of 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.

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

This policy will be managed by the Director, Contract Services and Capital Planning using the Placement of Art Procedure to identify ownership, placement, and other information.

PROPOSAL AND APPROVAL

1. An *Art Exhibit* application must be completed and submitted to Director, Contract Services and Capital Planning for consideration.
2. The Director, Contract Services and Capital Planning, in consultation with the University Facilities Department ("Facilities"), will assess the request for appropriateness and potential hazards and other concerns which will be dependent on the nature of the work and proposed installation location. Each request will be considered on a case-by-case basis by the University's Art Committee.

ART PLACEMENT

1. The ownership of the Art must be clearly defined (e.g. donated to the University, rental, loan, student art, etc.) prior to placement.

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Art displayed on the University Premises is for exhibition and not for sale (except with specific Art Committee permission)

2. Art placed on the University Premises, without prior approval or is otherwise not compliant with this policy, will immediately be removed. The art may be considered abandoned at which time ownership will revert to the University. The University may then dispose of the Art (by sale or otherwise) at the University's sole discretion and without notice.
3. Installation of Art will comply at all times with the Facilities guidelines, procedures and requirements in effect and as may be changed from time to time.
4. Placement of Art shall not create extra work or cost for the University to maintain or secure the work. Such costs will be charged back to the Artist at the sole discretion of the University.
5. The cost to repair any damage created by the Artist or by the placement of the Art will be charged back to the Artist at the sole discretion of the University. Repair of damage to University property will be performed by and as approved by Facilities or a by a contractor approved by Facilities.
6. 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.

LIABILITY, LOSS OR DAMAGE

The University will not accept responsibility for the safety, security, nor any injury or personal loss howsoever caused, that the Artist may suffer arising from the Art placement upon the University campus.

Cost of insurance required by the University or by the Artist shall be at the sole expense of the Artist.

DEFINITIONS

"University Art" refers to art where ownership has been vested in the University by purchase, donation, gift or abandonment.

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“Art” refers to all non-University Art.

“University Premises” refers to all lands, buildings and premises whether owned, rented, or leased by the University.

“Abandonment” refers to Art that is displayed on the University Premises without approval as indicated herein or past the approved exhibition dates.

“Artist” or “Applicant” refers to any individual, collaborative group or organization representing an artist (e.g. an art gallery) submitting a proposal for art exhibit consideration.