

# **Parish Hall Art Exhibits at Unity - Guidelines, Policies and Procedures**

Unity Church-Unitarian

733 Portland Ave. St Paul, MN 55104 651-228-1456

## **Mission**

The mission of Unity Church-Unitarian is to engage people in a free and inclusive religious community that encourages lives of integrity, service and joy.

## **Art Team Responsibilities**

The role of the Unity Art Team is to recruit and select art/artists for the Parish Hall exhibits

- Art will be appropriate for enhancing the mission and values of the church.
- Art selected will broaden art appreciation and create reflection.

## **Policies**

1. Art is selected by the Art Team. The Art Team reports to the Unity Executive Team.
2. A security system is in place at all times, however, Unity Church-Unitarian is not responsible for any damage or theft that may occur while the art is on display. Artists will be asked to sign and return a Release of Liability waiver.
3. The Art Team will assist the artist to display the art. An Art Team member will be the contact (liaison) between the artist and the church.
4. Parish Hall Gallery shows will be hung for approximately one month. The intention is for a different artist to be shown about every four weeks with the possible exception of June-July and August-September, when shows may be exhibited for two months.
5. During the duration of an artist's show, art may not be moved or removed without approval of the Art Team member. The artist will be consulted, if the Art Team moves any art.
6. Artists may sell their work, if they wish. The artist sets the price. At the end of the exhibit, if works were sold, the artist will contribute 20% of the total purchase price to Unity Church - Unitarian. This donation is tax deductible.
7. It is the artist's responsibility to prepare their work and labels for display. No holes are to be put in the wall to hang art. The Art Team will provide picture hooks, pedestals, adhesive removable putty, tools and consultation.
8. Art may not be stored at Unity Church-Unitarian prior to or after an exhibit nor may packing materials be stored during the exhibit.
9. Artists may only show once in two years.

## **Procedures**

1. The Art Team encourages artists to make a site visit to the Parish Hall Gallery to determine where and how their art will be displayed.
2. An Art Team member (liaison) will arrange installation and removal dates/times soon after the art is accepted. Generally, the installation will be on the Thursday or Friday following the last Sunday of the previous month's exhibit. Generally, the removal will be on the Monday or Tuesday following the last Sunday in the month of the exhibit.
3. The artist shall provide to Unity's Communications Coordinator an Artist's Statement (not to exceed 400 words.) The statement will be used for publicity.
4. Art will be hung/displayed in the Parish Hall and may also be in the second floor hallway of the Eliot Wing of the church.
5. Artists are responsible for transporting their art to and from the Parish Hall.
6. Artwork should be framed and ready to hang on hooks and/or display on pedestals.
7. Artists should provide a label for each piece, to be placed by that work. The label should include title and media, but should not state the price, if the art is for sale.
8. If work is available for sale, a list, with titles and prices, should be provided for the display holder in the Parish Hall. Purchaser's checks will be made out to the artist and sent to Unity's Art Team mail box. The checks will be forwarded to the artist. Purchasers of art may remove it at the end of the show. Artists will be asked to hold checks until the end of the show.
9. Artists should provide a copy of their Artist's Statement to be displayed in the Parish Hall.
10. The exhibit will be publicized in Unity's monthly and weekly publications. Artists should consult with their Art Team liaison about scheduling a reception, to publicize their exhibit.