



Administration Office

2455 Warrenville Road
Downers Grove, IL 60515
Phone: 630.963.1304
Fax: 630.963.1543

Recreation and Fitness Center

4500 Belmont Road
Downers Grove, IL 60515
Phone: 630.960.7250
Fax: 630.960.7251

Lincoln Center

935 Maple Avenue
Downers Grove, IL 60515
Phone: 630.963.1300
Fax: 630.963.5884

Golf Course

2420 Haddow Avenue
Downers Grove, IL 60515
Phone: 630.963.1306
Fax: 630.963.9435

Museum

831 Maple Avenue
Downers Grove, IL 60515
Phone: 630.963.1309
Fax: 630.963.0496

William F. Sherman, Jr. Interpretive Center

901 31st Street
Downers Grove, IL 60515
Phone: 630.963.9388
Fax: 630.963.9389

October 31, 2010

Since the Downers Grove Park District Recreation & Fitness Center opened its doors in March of 2003, the Downers Grove community has been given an outstanding facility that houses a fitness center, multipurpose room, outdoor terrace and amphitheatre, and a gymnasium. This facility is home to numerous programs and special events attracting over 350,000 visitors annually. To add to the elegance and beauty of the building, we are inviting local artists to display their work on a temporary basis.

Exhibiting artwork at the Recreation & Fitness Center offers a unique opportunity for both the artist and the Downers Grove community. Since the Recreation & Fitness Center is widely used by many people, the artwork is exposed to a much greater audience than it would be in a gallery setting. In addition, the rotating art display gives us the opportunity to showcase the talent of a variety of local artists. **At this time, we are accepting artwork for a January 2011 – April 2011 time slot. The deadline to submit an application is December 15, 2010.**

Enclosed, please find additional information regarding the Downers Grove Park District Art Exhibition program. I hope you will take the time to review the enclosed materials and consider applying to exhibit your work. If you have any questions, please do not hesitate to contact me at 630.963.1300 or kwallace@dgparks.org.

Best wishes,

Kimberly Wallace, MS, CPRP
Recreation Supervisor





DOWNERS GROVE PARK DISTRICT RECREATION & FITNESS CENTER ART EXHIBITION PROGRAM

PROGRAM GOALS

The DGPD Recreation & Fitness Center is a public recreation facility that enjoys tremendous support in the community. It is estimated that over 350,000 visits are made to the building each year. As a high-use public facility, the Recreation & Fitness Center offers an excellent opportunity for the display of artwork in its public areas. Further, the Park District has determined that such a program would be beneficial to the district and the community it serves.

The goals of the program are three-fold: To provide art in designated areas of the building without cost to the tax-payer; to expose visitors to the works of local artists and to broaden their appreciation for the arts in general; and to offer an opportunity for local artists to have a venue in which to exhibit their work.

APPLICATION PROCESS

All artists interested in displaying artwork at the Recreation & Fitness Center are invited to submit an application provided by the Park District. Applications are available online (www.dgparcs.org), at the Lincoln Center or at the Recreation & Fitness Center. In addition, each artist is asked to submit examples of their work for the exhibition spaces. The examples must also list the dimensions of the artwork and may be in the form of photographs, slides, digital prints or CD's. The examples should illustrate the actual artwork proposed for the exhibit space. Artists are also invited to submit a proposal as a group. All proposals should be delivered to:

Lincoln Center
Attn: Art Exhibition Program
935 Maple Avenue
Downers Grove, IL 60515

Or emailed to kwallace@dgparcs.org

Materials will be returned to the artist upon request.

EXHIBITION SPACE

There is one main space where artwork may be exhibited:

- Lobby (15' x 10')

The space available for exhibition is very large and requires works of a substantial size in order to be clearly visible and fully appreciated from the lobby and common areas. An artist may choose to exhibit more than one piece for the space.

SELECTION PROCESS

The following guidelines will be adhered to in the art selection process:

- Applications for the Recreation & Fitness Center art exhibition will be accepted four times annually (**see application for deadline dates**)

- Art chosen for exhibition will be scheduled on a three month rotation as follows: February through April; May through July; August through October; November through January.
- From May through July, priority will be given to a high school student or students. The Park District will work directly with District 99 and other local schools in promoting and administering this effort.
- Any artist whose work is not chosen for the time periods being scheduled may re-apply for the next jury review. The same or new works can be submitted at the discretion of the artist/applicant.
- A group of individuals will be selected by the Park District to serve as a jury and will be charged with reviewing all art exhibition applications.
- The Jury will meet four times annually (or as required) to review applicants for exhibition.
- The Jury will be provided only the artwork examples provided by the artist for review. No background on the artist, including name, experience, age, national origin, gender or other information will be provided. Artwork will be judged solely on its merit.

Artists are asked to consider the Recreation & Fitness Center's purpose in the community when submitting artwork. The Recreation & Fitness Center houses a fitness center, multipurpose room, outdoor terrace and amphitheatre, and a gymnasium that is home to numerous programs and special events. This community center is used daily by young children and families.

INSTALLATION AND REMOVAL

Artists chosen to exhibit their works will be responsible for the installation and removal of the artwork under the direct supervision of the Center Supervisor. Specific arrangements are to be made in advance with designated Park District Staff. If use of a Park District ladder is required, the artist and/or representative will be asked to sign an equipment use waiver.

PUBLICITY

The artists chosen to exhibit in the Recreation & Fitness Center are invited to provide written material about themselves and their work. This material may also include information about purchasing artwork. The materials must be approved in advance by the Park District and will be available to the general public. All sales must take place outside of Park District property.

INSURANCE

Each artist who displays his or her work at the Recreation & Fitness Center is required to sign an insurance agreement (*see sample agreement enclosed*). This agreement provides coverage for the artwork in the event of any damage. The artist is required to submit a complete list of the work displayed at Recreation & Fitness Center as well as an estimated value of each piece. Photographs (or video) will be taken of the work by the Downers Grove Park District and, along with the signed agreement, stored at another location.



APPLICATION NUMBER _____
(for office use only)

**DOWNERS GROVE PARK DISTRICT
RECREATION & FITNESS CENTER
ART EXHIBITION PROGRAM
APPLICATION**

Date of Submission: _____

Period applying for (please check one):

___ February – April ___ May – July ___ August – October ___ November - January

Name: _____

Address: _____

Phone: _____ **Email:** _____

How did you hear about the rotating art display at the Recreation & Fitness Center?

I have read and agree to the terms of the Rotating Art Display at the Recreation & Fitness Center.

Signature of applicant

Date

DEADLINES FOR SUBMITTING ARTWORK ARE AS FOLLOWS:

EXHIBITION TIME

SUBMISSION DEADLINE

January – April

December 15th (of previous year)

May – July

March 1st

August – October

June 1st

November – January

September 1st

APPLICATION NUMBER _____
(for office use only)

**DOWNERS GROVE PARK DISTRICT
RECREATION & FITNESS CENTER
ART EXHIBITION PROGRAM
APPLICATION**

*The rotating art display at the Recreation & Fitness Center offers artists the opportunity to display work in a pre-determined location approved by the Park District. Please list the dimensions and medium of the work that you envision in the space. Examples of the specific artwork pieces should be attached to the application in the form of photographs, digital prints or CD's. Please clearly label each sample with the corresponding example number. **Do not put your name or other personal information on the examples.***

Lobby (15' x 10')

Example #: _____

Title of Piece: _____ **Dimensions:** _____

Medium: _____

SAMPLE

AGREEMENT FOR HOLDING AND EXHIBITION OF ARTWORK

AGREEMENT made as of this _____ day of _____ 201__, between (**Artist/Studio**) (hereinafter referred to as “**Artist and/or Studio**”) and Downers Grove Park District (hereinafter referred to as the “Recipient”). The Recipient wishes to hold and exhibit the artwork at its facility, the Recreation & Fitness Center, located at 4500 Belmont Road, Downers Grove, Illinois 60515.

WHEREAS, the Studio is representing Artist, a professional artist of good standing; and

WHEREAS, the Studio wishes to leave certain artworks with the Recipient for a limited period of time; and

WHEREAS, the Recipient wishes to hold and exhibit artwork listed herein.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants hereinafter set forth and other valuable consideration, the parties hereto agree as follows:

1. Purpose. Studio hereby agrees to entrust the artworks listed on the Schedule of Artworks with the Recipient for the purpose of exhibition in various locations within the Recreation & Fitness Center.
2. Acceptance. Recipient accepts the listing and values on the Schedule of Artworks as accurate, if not objected to in writing by return mail immediately after receipt of the Artworks. If Recipient has not signed this form, any terms on this form not objected to in writing within ten days shall be deemed accepted.
3. Insurance. Subject to Recipient’s ability to include the artworks within its ordinary building contents insurance. Prior to the effective date of this Agreement, Recipient shall use its best efforts to arrange such coverage at the values listed on the Schedule of Artworks. Recipient shall not be required to expend any monies for special insurance premiums applicable to fine arts and should Studio or Artist require same, such insurance shall be the responsibility of the latter. The Recipient’s liability for any loss shall be limited to any amounts recovered through its aforementioned contents insurance coverage.
4. Ownership and Copyright. Copyright and all reproduction rights in the artworks, as well as the ownership of the physical artworks themselves, are the property of and reserved to the Artist. Recipient acknowledges that the artworks shall be held in confidence and agrees not to display the artwork in any areas or buildings not listed in this Agreement. The Recipient also agrees not to copy, or modify directly or indirectly, any of the artworks submitted, nor will Recipient permit any third party to do any of the foregoing. Reproduction, display, sale, or rental shall be allowed only upon the Studio written permission specifying usage and fees.

SAMPLE

5. Installation. The Studio agrees to pay all shipping costs to and from the Recreation & Fitness Center. The (studio) will be responsible for installation of the exhibit within the parameters of the Recipient. The (studio) will use generally accepted gallery style hangers and installation methods, unless otherwise noted by the Recipient. If the Recipient wishes to have the artwork installed with anything other than the offered method of installation, it is the Recipient's responsibility to provide the modified hanging system. If a modified hanging system is required by the Recipient, a representative from the Studio will assist in its installation. At no time does the Studio, nor any of its representatives, take responsibility for the safety or stability of a third party hanging system. Nor will the Studio or any of its representatives take any responsibility for damage caused to the walls and structure of the Recreation & Fitness Center during installation of modified hanging system.

6. Sales. Although the Studio understands that it is not the purpose of this exhibition to generate sales or for any of the Recipient's staff to act as salespeople, the Studio may request that a display be placed at the front desk. This display will require the prior approval of Recipient as to size, style and content. The Studio will provide materials for interested parties to pick up with contact information.

7. Loss or Theft. Recipient agrees to exercise reasonable and ordinary care to prevent the loss or theft of the artworks from the time of installation until the time of removal by the Studio. Reimbursement for loss or theft of an artwork shall be limited by the provisions of Paragraph 2 above.

8. Damage. Studio agrees to cover all possible damage to artwork while it is on display at the Recreation & Fitness Center. Such damage includes, but is not limited to, paint or markers on the frames, matting or on the pieces themselves. It is understood that the Recreation & Fitness Center staff will take every reasonable precaution to ensure the safety of these pieces, but the Studio realizes that the pieces cannot be watched at all times. With this in mind, the Studio and the Artist will not be responsible for any damage to the walls of the Recreation & Fitness Center due to the improper handling of the artwork. Such damage includes, but is not limited to, scrapes or marks on the wall finish due to the paintings being knocked into or swung around.

9. Removal. In the case that the Studio or the Artist feels that any artwork is in danger of loss, theft or continued damage, any or all of the artwork may be taken down and removed from the Recipient's premises at the discretion of the Studio or the Artist. All artwork will be removed at the sole cost of the Studio. Written notice needs to be given by the Studio prior to removal of any or all artwork listed on the Schedule of Artworks.

10. Insurance. Recipient **does not** agree to insure the artworks for all risks from the time of shipment from the Gallery until the time of delivery (or return) to the Gallery for the values shown on the Schedule of Artworks. Risk of loss at such times remains with Studio and Artist.

SAMPLE

11. Exhibition Length. The exhibition will be installed the first available day after this Agreement has been signed by both parties. The exhibition will remain up until END DATE, limited by the provisions of Paragraphs 9 and 13, at which time the Studio will remove all artwork at its sole cost. This Agreement will remain in effect during the entire duration of the exhibition.

12. Miscellany. This Agreement contains the full understanding between the parties hereto and may only be modified by a written instrument signed by both parties. It shall be governed by the laws of the State of Illinois.

13. Termination. Either party may terminate this agreement for any reason on thirty (30) days written notice to the other, and thereupon, Studio will promptly remove the artwork at its sole cost.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first set forth above:

(studio)
(address)
(phone)

By _____

Downers Grove Park District
Administrative Office
2455 Warrenville Road
Downers Grove, Illinois 60515
630-963-1300

By _____

SAMPLE
SCHEDULE OF ARTWORKS

Title _____

Medium _____

Description _____

Framing _____

Value _____

Title _____

Medium _____

Description _____

Framing _____

Value _____

Title _____

Medium _____

Description _____

Framing _____

Value _____

Title _____

Medium _____

Description _____

Framing _____

Value _____