



**Art in Public Places - Artist Application – Page 1/3**

Thank you for your interest in exhibiting your artwork at the Boca Raton Public Library (BRPL) Downtown or Spanish River Library. The following guidelines will help you understand the selection and exhibition process. For additional information, please contact Amanda Liebl, Events and Community Engagement Coordinator, at (561) 393-7967 or brpl@myboca.us. This Artist Application Agreement must be signed and submitted with the Regulation Agreement (page 2) and Waiver of Liability (page 3). Submit requested materials to:

Boca Raton Public Library - Spanish River  
1501 NW Spanish River Blvd.  
Boca Raton, FL 33431  
Attn: Amanda Liebl

Submit photos of 4-6 works to be displayed. Photos may be submitted in digital format or posted on a Web site. Photos submitted will not be returned.

Submit an artist resume and a brief biographical statement suitable for publication.

Applications received prior to December 1 will have first consideration for the following year (January-December). Applications will only be accepted for exhibitions for the upcoming 12 months.

Applicants must be available to meet at the Downtown Library or Spanish River Library with BRPL program staff to determine if and how an exhibition could be mounted.

Selected artists will be notified via email or phone, and an exhibition date will be scheduled.

Each member of an artist group must return signed Waiver of Liability and a Regulation Agreement prior to the exhibition.

BRPL reserves the right not to exhibit an artist or group two years in row.

Based on available space, BRPL program staff reserves the right to select from submitted artwork.

Works of art will be hung by BRPL staff.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**Today's Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Website:** \_\_\_\_\_  
**Art Medium:** \_\_\_\_\_  
**Number of Art Pieces Available for Exhibit:** \_\_\_\_\_  
**Library Location Preference (Downtown or Spanish River?):** \_\_\_\_\_  
**Months You are Available to Exhibit:** \_\_\_\_\_



**Art in Public Places - Regulation Agreement - Page 2/3**

All artists participating in the Boca Raton Public Library (BRPL) Art in Public Places program must read and sign this Regulation Agreement governing the program. This Regulation Agreement must be signed and submitted with an Artist Application and Waiver of Liability.

1. All artwork is displayed for public viewing. When considering artwork for public display, the City reserves the right not to accept all works.
2. No religious, political or nude paintings or sculptures are accepted for public display.
3. Each individual artist displaying work, whether solo or members of a group, must sign the Waiver of Liability.
4. All artwork must be framed and must have a properly secured mechanism on the back for hanging.
5. All artwork must have the artist name, title of work, and medium on the title card appropriate for mounting next to each piece of art.
6. Prices may not be on the artwork or title card. Prices will appear in the Price List. BRPL will determine how the Price List will be displayed and distributed.
7. Artist name, phone number, title of work, medium (if requested), artist statement and price will be included in the Price List. Artwork does not need to be for sale.
8. A BRPL staff member must sign in all artwork, attesting to each piece hanging in the Downtown Library/Spanish River Library AND a BRPL staff member must sign out each piece of artwork when artwork is removed from the Downtown Library/Spanish River Library. Artist must schedule an appointment with BRPL staff to check in and check out artwork. BRPL staff is instructed not to allow anyone to add or remove artwork from the walls or display area unless BRPL staff has officially checked in/out artwork.
9. All artwork must be dropped off and picked up on the agreed upon dates.
10. All artwork must stay on display for the entire period agreed upon for the exhibition.
11. All publicity in connection with any artwork/exhibition must be approved by BRPL.

**BY SIGNING BELOW, I CONFIRM THAT I HAVE READ AND AGREE TO THE ABOVE REGULATIONS.**

**Today's Date:** \_\_\_\_\_

**Artist Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Art in Public Places - Waiver of Liability – Page 3/3**

**As a participant in a Recreation Services activity or as a user of any Recreation Services Department facility, I hereby voluntarily assume the risk of any loss, injury or damage to myself or property, which in any way arises out of the use of the above facilities or participation in the above activities, which said loss, injury or damages are sustained while upon said facilities, participating in said activities or being transported therefrom or thereto. Further, I do hereby waive any claim against the City of Boca Raton and its agents, servants and employees, arising from said loss, injury or damage and do covenant not to sue the City of Boca Raton thereon, regardless of whether such loss, injury or damage is caused in whole or in part by negligence of said City or by the negligence of the agents, servants and employees of City.**

**I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLAIMER STATEMENT AND WAIVE AND RELEASE ALL CLAIMS.**

**Today's Date:** \_\_\_\_\_

**Artist Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

All three pages of this document must be submitted for consideration.