**Art & Aesthetics Committee Unitarian Universalist Church of the South Hills**

**Mount Lebanon, Pennsylvania**

**Mission Statement**

*The purpose of the Art & Aesthetics Committee of the Unitarian Universalist Church of the South Hills is to exhibit spiritually enriching art work that supports the creative process in us all while encouraging freedom of expression, diversity, and individuality.*

***Art & Aesthetics Committee UU Sunnyhill***

***Procedures for Donating Art Objects and Managing the Display of Artwork***

***Purpose***

Inspired by the deep, personal connections with Sunnyhill, members may, from time to time, wish to donate or loan works of art for display at Sunnyhill. While every attempt will be made to accept such items, it must be recognized that some items may not be appropriate for display in particular locations for aesthetics, logistical, or safety reasons.

***Art Committee***

Interested, qualified individuals, assembled with the consensus of current members, may serve on the committee without time limitations. There is no limit to the number of individuals who may serve on the Art & Aesthetics (A&A) Committee -- or on the term of any such individual.

“Art” shall include paintings, tapestries, textiles, photographs, prints, sculpture, furniture, cabinetry, accessories, pottery, calligraphy, and 3D objects intended for display either inside or outside. It may also include manufactured items of unique quality intended for display. Donors must recognize that other items that are outside the category of artwork -- and donated for strictly utilitarian purposes -- may be subject to Sunnyhill either using, returning, or disposing of the object at any time it sees fit.

***Inventory***

The committee will maintain an inventory list and photographs of permanent artwork. This inventory list will “attempt” to include: size of piece, material, description, value, date of making, date of donation, who made it, who donated it, along with any additional information the donor may wish to have included. A photograph of the work will be taken and maintained in a physical inventory binder as well as electronically (Google Drive). All information and photographs included in the inventory will be made available to any member of the congregation upon request.

***Policy***

Donations of art objects for use and/or display on the property of Sunnyhill must follow several steps:

1. First a written notice of **"Intent to Donate"** (attached) needs to be filed with the A & A Committee. This notice must be submitted to the committee before bringing the object to Sunnyhill. The committee will review the "Intent to Donate" in a timely manner and determine appropriateness/acceptability/desirability and how/where to display it. The "Intent to Donate" form will contain a brief description, including size, material, and type of object, and the donor's proposed display location, as well as any additional information (such as a photograph or sketch) that the artist/donor believes may be helpful to the committee in making its determination. The donor should also include any wishes for, and conditions to which, the donation might be subject. Final location will be determined by the committee, and conditions will be carefully considered before acceptance of the donation. If possible, the object should be made available to the committee for viewing, after the "Intent to Donate" notice has been reviewed.

2. Once the "Intent to Donate" is approved, the object will be accepted conditionally for display. Objects may be accepted on a permanent or temporary basis. If for some reason any object fails to receive approval it will be:

a) Returned to the artist/donor, or -- if the artist/donor refuses the return

b) Reserved for the annual garage sale or service auction, or

c) Forwarded to a recycling agency such as Goodwill.

*The above procedure will be conducted with sensitivity to the generous intent of the donor to avoid bad feelings*. Because of Sunnyhill's limited exhibition and storage space and the variety of artistic appreciation of the congregation, the congregation must be educated to understand that not all donations can be accepted -- or accepted on a permanent basis -- and that donations, once accepted, may not be permanently displayed or displayed in the location preferred by the artist/donor.

***Rotational Exhibition in Sanctuary***

From November 2017 until the 2nd quarter of 2018, Sunnyhill A&A will invite artists to exhibit in the sanctuary for a three-month duration. The length of invitation will be assessed in the future. Sunnyhill members will donate 15% of sales to A&A Sunnyhill. Non-members will donate 20% of sales to A&A Sunnyhill.

***Disposal of Artwork***

It is recognized that no object is permanent and some are less permanent than others. In the event that any donated work of art has deteriorated to such an extent that display or storage is no longer appropriate or practical. Likewise, the committee shall make a recommendation of disposition if any utilitarian artwork, such as cabinetry or furniture, no longer fills the use for which it was intended. Recommendations for disposition may include, for example, storage and occasional use/display, return of the work to the artist/donor or his or her family, restoration, or disposal. In making such a recommendation, the committee shall consult with the artist/donor, if possible, and any other appropriate individuals regarding available options.

***Intent to Donate Art***

***Art & Aesthetics Committee UU Sunnyhill***

**PROCEDURE:**

**STEP 1**

The donor may meet with the Art & Aesthetics (A&A) Committee at one of their scheduled meetings and discuss their proposed donation. The donor shall submit a *Letter of Intention* (attached) stating that they wish to donate artwork to UU Sunnyhill using the attached form.

**STEP 2**

The A&A Committee will schedule a review of the offer and notify the prospective donor in writing of the date and time for the review meeting.

**STEP 3**

Upon review, the A&A Committee may accept or decline to accept the artwork. The Committee will then prepare a written donation agreement. The Committee will make a recommendation to the Board regarding acceptance or non-acceptance of the artwork.

**STEP 4**

If installation is required, the donor shall secure any required engineering, permits, insurance and funding. The donor and the installer shall work with the appropriate Sunnyhill personnel to ensure compatibility with existing infrastructure. The A&A Committee reserves the right to make all final decisions on maintenance, relocation, or removal of the artwork.

**STEP 5**

If the donation is deemed to be of significant value, the item must be appraised by the donor before acceptance along with applicable paperwork.

/attachment

***Letter of Intention to Donate Art***

***Art & Aesthetics Committee UU Sunnyhill***

**Donor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Artist if not donor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person (if not donor):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Location in Sunnyhill:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Artist Resume:** Please attach information about the artist.

**Description of the Artwork:** Pleaseinclude the media, dimensions, visual documentation including color photos and/or electronic files. If the artwork is not a finished piece, describe how/when the work will be completed.

**If a Site Installation:** Briefly discuss the timeframe, cost involved, and site preparation requirements. Provide a map, sketch, and/or a Photoshop image of its relationship to placement within Sunnyhill.