

SAUK COUNTY PROPERTY & INSURANCE COMMITTEE

DISPLAYS

Effective: 03/13/2017

Replaces: 09/03/2013

Replaces: 04/04/2011

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Replaces: 09/17/2001

Wall hangings/artwork, posters, other displays, and promotional materials.

Policy

It is the intent of Sauk County that all county buildings be maintained in a professional and clean manner. The purpose in providing areas for wall hangings/artwork, posters, other displays, and promotional materials, is to increase exposure and awareness of the arts and activities within Sauk County.

Policy Authorization

Resolution

Procedure

Any item to be displayed (as defined below) or distributed on County owned property requires the approval before display by the Administrative Coordinator and/or Facilities Director.

Displays: *Displays are defined as:* Wall hangings/artwork, posters, advertisements, notices or promotional materials, articles or artifacts within county owned facilities for the educational and/or artistic enjoyment of the public.

1. Individual department heads shall have the authority to approve the display of items within their respective departmental area. Department Heads should be mindful to keep their respective Department spaces maintained in a professional looking manner and utilize this policy a guideline.
2. Display of items in public areas, requires approval by the Administrative Coordinator and/or Facilities Director. Displays will only be allowed in areas designated by the Administrative Coordinator and/or Facilities Director.
3. Any artwork donated or provided to Sauk County for permanent display in public areas requires approval by the Property & Insurance Committee prior to acceptance and authorization of the Administrative Coordinator or Facilities Director.
4. This policy is not intended to regulate the use of building space, facilities or grounds, except for the placement of displays. (See the **Meeting Room – Courthouse Lawn Use Policy for specifics related use of the facilities.**)
5. Placement of any display must be done either by Building Services or with their supervision. Requests for physical placement shall be made by contacting the Building Services Department at 355-3200 or emailing icrammond@co.sauk.wi.us. In all cases, care shall be taken to prevent obstruction of ingress and egress and to maintain accessibility for all members of the public.
6. Public displays shall not include purchase prices, but may include relevant information about the artist displaying the work.
7. All displays will be clearly marked with the date the display is first placed within the facility as well as the organization or group responsible for the notice.
8. The attached form shall be completed for anyone wishing to place a wall hanging, artwork or artifacts or other items of value within the facility prior to display.
9. Specifically prohibited from being displayed in the facility are political advertisements, items of an adult nature, or other items deemed inappropriate. Building Services staff will regularly monitor and remove displays.

(This policy does not apply to items produced for union use on the designated union bulletin boards).

APPLICATION AND WAIVER

(Displays)

Requestors Name: _____ *Phone Number:* _____

Address: _____

Description of Items to be displayed: (Attach up to one additional sheets if needed):

Dates to be displayed: _____ to _____

I hereby acknowledge that I am the owner of the above noted items and that the submission of this request for display space acknowledges that I shall assume all liability responsibilities and indemnify and save harmless Sauk County from any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the use of the premises by the requester. I assume all responsibility for loss or damage to any property displayed with Sauk County, including negligent acts by Sauk County or members of the public.

Signature

Date

.....
FOR COUNTY USE ONLY

Date request received: _____

Reviewed by: _____ Approved Denied

Copy to: Building Services Staff *Other:* _____