

2018 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 chosen to be shown in the Parish Hall Gallery will be appropriate for enhancing the mission and values of the church. It will broaden art appreciation and create reflection.

Policies

1. Art is selected by the Unity Art Team. The Art Team reports to the Unity Executive Team.
2. Each Parish Hall Gallery exhibit will be for approximately one month with a different artist shown about every four – five weeks (whenever possible).
3. Art may not be moved or removed during the exhibit without approval of the Art Team liaison.
4. Artists may sell their work - if they wish - for the price they set. At the end of the exhibit, if works were sold, the artist must contribute 20% (tax deductible) of the total purchase price to Unity Church.
5. Art will be displayed in the Parish Hall. Art may also be shown in the first or second floor hallways.
6. Parish Hall Gallery art and/or its packing materials may not be stored at Unity Church.
7. Artists may show no more often than once in two years.

Unity Church and Art Team Responsibilities

1. The Art Team recruits and selects artists to exhibit in the Parish Hall Gallery.
2. An Art Team member will be the liaison with the artist and will assist the artist to display the art.
3. Soon after acceptance the Art Team liaison will arrange with the artist install and removal dates/times. Generally, installation will be on the Thursday or Friday following the last Sunday of the previous month's exhibit. Removal will usually be on the Monday or Tuesday following the last Sunday of the month of the exhibit.
4. The Art Team provides hanging hooks, pedestals, removable sticky putty, tools and consultation.
5. The exhibit will be publicized in Unity's monthly and weekly publications.
6. A security system is in place at all times, however, Unity Church is not responsible for any damage or theft that may occur while the art is on display.

The Artist Shall . . .

1. sign and return a Release of Liability waiver covering theft or damage to art (though unlikely).
2. if possible, make a visit to Unity Church to view the Parish Hall Gallery to determine where and how to display their art.
3. provide to Unity's Communications Coordinator an Artist's Statement (not to exceed 400 words.) This statement will be used for publicity.
4. transport their art to and from the Parish Hall.
5. prepare their work and labels for display. No holes are to be put in the wall to hang art.
6. provide a label for each piece, to be placed by that work which includes at least a title and media.
7. if art is for sale, include the price on the label of each piece, or make a price list, with titles and prices for display. Purchasers' checks will be made out to the artist and sent to Unity's Art Team mailbox. The checks will be given 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.
8. provide a copy of their Artist's Statement to be displayed on the Parish Hall bulletin board.
9. not be expected to attend the exhibit, except when they wish to be there to meet and greet people.

Receptions are a good idea

An artist wishing to have a reception should consult with their Art Team liaison about scheduling it. Artists are encouraged to invite family, friends and colleagues to the reception. Unity will provide coffee, tea, water, serving dishes, flatware, plates, napkins, tables and chairs. Food, wine, and/or beer are up to the artist to provide if desired. Receptions often attract people who may buy the art.