

# **CRITERIA AND PROCEDURES**

(updated April 2007)

For the Gift or Loan  
of Objects of Art and Memorials  
Placed on a Permanent or Temporary Basis  
in the Colorado State Capitol, or  
on its Surrounding Grounds

**Capitol Building Advisory Committee**

State Capitol Building, Room 029

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# PREFACE

This document has been created to provide persons and organizations with information regarding the procedures and criteria established by the State Capitol Building Advisory Committee for the placement of donated or loaned art in the State Capitol Building and its grounds. It includes the application procedures, the criteria and procedures used by the Advisory Committee to evaluate proposals, along with application forms, and other relevant information.

Questions about any of the information contained in this document should be addressed to the State Capitol Building Advisory Committee, c/o Legislative Council, State Capitol Building, Room 029, Denver, CO 80203, 303-866-3521.

# FORWARD

The State Capitol of Colorado is a classically beautiful building which focuses our attention on the enduring ideas of how free men and women must govern themselves in peace and order.

Conceived in classical style to borrow architectural authority from the ancients, it nevertheless served a very practical purpose in housing almost all of the state government when it opened for business over a century ago.

The growth of public needs having required a vastly larger home, the Capitol today only partially houses Legislative and Executive branches, but these offices and chambers are the workplaces of the greater majority of state elected officials: the Governor and State Legislators.

Thus the building remains the site of basic governing, and the primary responsibility of the Capitol Advisory Committee is to insure that this venue will always be recognized by inhabitant and visitor alike as a place for the serious accomplishment of the people's business. It is essentially an office building.

Yet the building with its glorious interior design transcends that common use. It is also a place of uncommon architectural beauty and the repository of many objects of art, most of them pertaining to the history of our government and the development of our state. They give a museum quality to parts of the building, reminding all who enter of the human toil and sacrifice necessary to our situation as a free people. The maintenance of the essential character of these spaces and this collection as well as the surrounding grounds is a specific charge to the Advisory Committee.

# TABLE OF CONTENTS

Preface. ....	1
Forward. ....	3
I.    General Information. ....	7
II.   Goals of the Evaluation Process. ....	9
III.  Location of Objects of Art Within the Capitol. ....	11
IV.   Definitions. ....	13
V.    Application Procedure for Loaned and Donated Art. ....	15
VI.   Evaluation Criteria. ....	17
VII.  Standards for Capitol Grounds Zones. ....	19
VIII.  Agreement. ....	21
IX.   Disposition or Relocation of Donated Objects of Art. ....	23
X.    Exclusions. ....	25
XI.   Evaluation Criteria for Loaned Objects of Art. ....	27
XII.  Applications for Temporary Displays. ....	29
XIII. Guidelines for Exhibits. ....	33
XIV.  Adoption of Criteria and Procedures. ....	35
XV.   Amendment of Criteria and Procedures. ....	37

## ATTACHMENTS

- Attachment A - Legislative Authorization
- Attachment B - Application for Permanent Gift/Loan of Objects of Art
- Attachment C - Application for Temporary Displays

# I. GENERAL INFORMATION

During the 1992 legislative session, the Colorado General Assembly adopted Senate Bill 92-213, which directs the State Capitol Building Advisory Committee (“Advisory Committee”) to develop criteria and a procedure for the evaluation of proposals for the gift or loan of objects of art and memorials for placement in the public areas of the Capitol or on its surrounding grounds on a permanent or temporary basis (see Attachment A).

The law stipulates that knowledgeable advisors be consulted to assist in evaluating individual objects of art and memorials. After evaluating a proposal for art in the public areas of the Capitol, the Advisory Committee must present its recommendations to the General Assembly’s Capital Development Committee.

A proposal may not proceed without a favorable recommendation from the Advisory Committee. The Capital Development Committee is required to evaluate the Advisory Committee’s recommendation and may make a favorable recommendation to the General Assembly by joint resolution during the next annual legislative session. A proposal affecting the grounds surrounding the Capitol must receive approval from the Governor in addition to the Capital Development Committee.

Operating within the spirit of the law, the Advisory Committee has determined that exhibits in the Capitol or on the surrounding grounds are exempt from the Criteria and Procedures provided herein, except that no exhibits shall be placed in the rotunda. The Committee has, however, recommended guidelines for use by the Offices of the Speaker of the House of Representatives and the President of the Senate as well as by the Office of the Governor in evaluating requests for exhibits.

## II. GOALS OF THE EVALUATION PROCESS

Colorado citizens associate the Capitol and its unique architectural splendor with historic values: statehood, representative government, a rich and colorful state history. The building and its grounds afford a century-old perspective on the public history of Colorado with an integrity that is timeless and uncompromising.

Since statehood, the building has been a symbol of Colorado's political heritage. While exemplifying museum-like qualities, the building and its grounds are central to the day-to-day operations of state government. The office of the Governor and the chambers and offices of the members of the Senate and the House of Representatives are in the Capitol. The state's political life is, however, one among many elements of the state's broad cultural history. In addition to memorials to the state's political past, the walls, windows, and grounds of the Capitol contain tributes to Colorado's rich history of events, individuals, and ethnic groups, as well as the impact of the state's unexcelled natural environment.

The visual media, and in particular paintings, sculpture, and stained glass windows, are an enduring way of depicting notable people and events in the state's heritage. Objects of art and memorials not only tell a story but also enhance the quality of public spaces.

The goals of the process set forth in the following section are to articulate a standard that exemplifies the enduring cultural and historical values the Capitol and its grounds represent to the citizenry of Colorado, and to use that standard to evaluate proposals for gifts or loans, permanent or temporary, of objects of art and memorials.

### III. LOCATION OF OBJECTS OF ART WITHIN THE CAPITOL

Donated objects of art accepted for permanent display in the Capitol public spaces shall be displayed according to the following common theme locations:

<u>Theme</u>	<u>Location</u>
Capitol memorabilia	Mr. Brown's attic
Colorado schools and children	Basement
Governors, Lt. Governors	First floor, west wing
State emblems, state symbols, state significance	First floor, east wing
State military	First floor, south wing
General Assembly	Second floor
Presidents, Congress, national significance	Third floor

Rotunda niches shall be reserved for the display of busts and statues, and other small self-supporting objects of art.

The wall space between the elevators on all floors shall be reserved for display of public announcements and building directories.

Awards, plaques, and certificates shall be recommended for display in the legislative press conference room or in the principal business zones of the non-public areas of the Capitol.

The Advisory Committee has identified the interior of the rotunda as an area excluded from the placement of any additional object of art, whether permanent, temporary, donated, loaned or exhibited.

## IV. DEFINITIONS

“Artist” is a practitioner in the visual arts deemed by the Advisory Committee to be of serious intent and ability.

“Capitol exterior” includes but need not be limited to doors, windows, steps, the dome and roof, and granite walls.

“Donated art” is an object of art to which the State has been given title on a permanent basis for placement in the public areas of the Capitol or on the Capitol grounds.

“Exhibits” are shows or presentations in the Capitol or on the surrounding grounds, assembled by a person or an organization which recognize an achievement, honor a special event, or the work or purpose of the individual or the organization.

“Loaned art” is an object of art, to which the State has not been given title, displayed in the public areas of the Capitol or on the Capitol grounds and returned to the owner at the end of the use period agreed upon by the State and the person or organization loaning the object of art.

“Maintenance” is a program of inspection and corrective action to minimize deterioration while recognizing that objects are subject to gradual inherent deterioration for which the State is not responsible.

“Memorial” is a commemorative monument that recognizes one or more persons or one or more events of historical significance to the state of Colorado. Memorials may take the form of an object of art or living plant material as described in this section of the Criteria and Procedures.

“Objects of art” are all forms of original creations of visual art, including:

- painting of all media, including both portable and permanently affixed works, such as murals;
- busts;
- sculpture which may be in the round, relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials;
- other visual media including, but not limited to, prints, drawings, stained glass, flags, calligraphy, mosaics, photography, clay, fiber and textiles; and
- wood, metals, plastics, or other materials or combination of materials, or crafts or artifacts.

“Preservation” is an action taken to retard or prevent deterioration or damage to an object of art by control of its environment and/or treatment of its structure in order to maintain it as nearly as possible in an unchanging state.

“Public areas” are areas within the State Capitol including but not limited to the corridors, rotunda, lobbies, entrance ways, stairways, restrooms, porticos, steps, and elevators.

“Restoration” is action taken to return a deteriorated or damaged object of art as nearly as is economically feasible to its original form, design, color and function, with minimal further sacrifice of aesthetic and historic integrity. The determination of economic feasibility as it pertains to preservation shall be made by the Advisory Committee in consultation with knowledgeable advisors.

“Surrounding grounds” are areas bounded by Colfax Avenue on the north, Grant Street on the east, Fourteenth Avenue on the south, and Broadway on the west, in the City and County of Denver.

“Temporary displays” are loaned or donated art shown for more than ninety (90) days.

“Zones” are areas on the surrounding grounds of the Capitol that are designated in accordance with a desire to maintain their historic, architectural, and aesthetic integrity. The two zones are defined and identified in section VII of these Criteria and Procedures.

## V. APPLICATION PROCEDURE FOR LOANED AND DONATED ART

Individuals or organizations submitting proposals for a donated object of art on a permanent basis, or loaned art for the public areas of the Capitol or its surrounding grounds, shall complete an application form and comply with all applicable procedures. The application form is available from the Advisory Committee staff at the Legislative Council, State Capitol, Room 029, 200 East Colfax Avenue, Denver, CO 80203 (303-866-3521). The form is also included as Attachment B.

- A. No later than June 1 of each year, any person, group, or public entity promoting donated or loaned art for the public areas of the Capitol or its surrounding grounds may submit a proposal to the Advisory Committee staff at the offices of the Legislative Council in the Capitol.

The Advisory Committee shall meet in July of each year for the purpose of receiving proposals for donated or loaned art for the public areas of the Capitol or its surrounding grounds. Additional meetings may be called at the discretion of the chairperson of the Advisory Committee. No later than fifteen days prior to the July meeting or other date set by the Advisory Committee chairman, the committee staff shall distribute copies of each proposal to members of the Advisory Committee. At the meeting, a spokesperson for each submission will be asked to summarize the proposal and respond to questions from the Advisory Committee. The Advisory Committee shall consult such experts in the fields of architecture, landscape architecture, history, and art as may be necessary to assist in the review of each proposal. Said expert advice shall be provided without compensation.

- B. The proposal required by paragraph A shall contain, at a minimum, the following elements:
  1. A description of the significance of the proposed donated or loaned object of art to the history or heritage of the state or the extent to which the proposal embodies the essential natural beauty of the State or of the industry and life ways of the people who have inhabited the State.
  2. A description of the proposed donated or loaned art, and a photograph or sketch, or architectural rendering of the proposal. Proposals for the placement of an object of art on the Capitol grounds shall also be accompanied by a schematic site plan and drawing to scale of the location of the proposal in relation to the property on which it is to be placed and a second drawing, also to scale, fully illustrating the proposed object of art in detail and showing all surfaces of the object.
  3. The text that is prepared for plaques that accompany the object of art.

4. An identification of the material or materials used to construct the proposed donated object of art, an estimate of required maintenance, procedures and costs, potential for vandalism, and, if applicable, the effect of direct sunlight, interior lighting, variations in temperature and humidity on the object of art.
  5. A description of the proposed location of the object in the public areas of the Capitol, the Capitol exterior, or on the surrounding grounds. If applicable, the description should identify how the proposal integrates with a designated zone on the surrounding grounds of the Capitol.
  6. If applicable, a description of proposed landscaping and a plan for funding the installation (framing, illumination, identification plaque, or base) and operating expenses.
  7. The name and purpose of the individual, group, or public entity proposing the donated or loaned object of art, including tax status as a profit or non-profit organization.
  8. For donated art, a statement that unconditionally gives, donates, bestows and transfers donated art to the State of Colorado with the understanding that the object of art becomes the property of the state, that the donor gives up all legal interest in the object of art, and that the object of art may be moved or removed from its initial site placement.
  9. For loaned art, a statement regarding the insurance coverage agreed upon between the State of Colorado and the individual, group, or public entity loaning the art, and specifically indicating whether the object of loaned art will be covered through the State of Colorado's insurance policy through the division of risk management or through an insurance policy provided by the individual, group, or public entity loaning the art, or whether the loaned object will not be insured, in which case the loan agreement shall constitute a release of the State of Colorado from any liability in connection with the loaned object of art.
  10. A warranty that the donated or loaned art is original and does not infringe upon any copyright, is free and clear of any liens, and that its execution and fabrication will be performed by an artist in a professional manner.
  11. A statement that the funding necessary for placement of a donated object of art is available, and that failure to comply with this condition will require a re-submission of the proposal to the Advisory Committee. The Advisory Committee shall require documentation evidencing the availability of funds.
- C. Failure to submit a complete description as set forth in paragraph B above may result in the denial of the application.

## VI. EVALUATION CRITERIA

In broad terms, the Advisory Committee's consideration of proposals for placing objects of art within the public areas of the Colorado State Capitol and upon the surrounding grounds on a permanent or temporary basis shall be based upon:

- The association of the proposal with events that have made a significant contribution to the history of Colorado;
- The connection of the proposal with persons significant in the heritage of Colorado;
- The extent to which the proposal embodies the essential natural beauty of the State or of the industry and lifeways of the people who have inhabited the State; and
- The appropriateness of the object of art to the designated functional zones of the surrounding Capitol grounds, when applicable.

In arriving at their recommendations on donated or loaned art for the public areas of the Capitol or on its surrounding grounds, the Advisory Committee shall also consider the following:

- A. Aesthetic considerations, to insure art of unusually high quality, appropriate in style, scale, material, form and content when viewed with other objects of art in the public areas of the Capitol, the Capitol exterior, or on its surrounding grounds.
- B. A recognition of the desire to preserve the historic nature of the Capitol and its surrounding grounds.
- C. The appropriateness of the proposed location of the object to the building's interior or exterior functional areas.
- D. The permanence and durability of the object.
- E. The susceptibility to vandalism and the on-going cost of maintenance.
- F. The proponent's ability to provide sufficient funds to pay for installation, framing or base, illumination, or any other costs.

Unless otherwise provided in these criteria and procedures, a proposal for donated or loaned art memorializing an individual shall not be considered by the Advisory Committee prior to ten years after the death of the individual.

Maintenance of donated art shall be the responsibility of the Department of Personnel and Administration. The Department shall be responsible for determining the need of programs of maintenance. The preservation and restoration of donated art shall be under the supervision of the Advisory Committee in consultation with knowledgeable advisors. The Advisory Committee shall come to an agreement with the lender about the handling of maintenance and preservation of loaned art while in the custody of the State, with the understanding that no liability shall accrue to the State

for failure to detect the need for restoration, nor shall the State have any liability for negligence or inadequate maintenance or preservation of loaned objects of art.

The Advisory Committee shall recommend no more than one (1) proposal each year for the placement of donated art. The Advisory Committee's review and recommendation process shall be completed within seventy-five (75) days following the meeting with applicants.

The Advisory Committee shall make its recommendation to the Capital Development Committee. All proposals evaluated by the Advisory Committee, whether recommended or denied, shall be identified in the Advisory Committee's report. The Capital Development Committee shall evaluate the Advisory Committee's recommendation and may make a favorable recommendation on the proposal to the General Assembly. A favorable recommendation to the General Assembly shall be by joint resolution introduced during the next annual legislative session. Said joint resolution shall recommend acceptance of the donated art for the Capitol by the State of Colorado.

## VII. STANDARDS FOR CAPITOL GROUNDS ZONES

### Memorial Pads — Zone A

The primary function of space in this zone is to memorialize events as well as individuals and groups. The area for the memorial pads is located on the east lawn of the State Capitol grounds, extending to the north and south of the Closing Era Monument. The memorial pad to the north of the monument has been identified as a location for plaques in recognition of events that have made a significant contribution to the history of the state or embody the lifeways of the people who have inhabited the State. The memorial pad to the south of the monument has been identified as a location for plaques in recognition of persons or groups significant to the heritage of Colorado.

### Sculpture Garden — Zone B

The primary function of space in this zone is to accommodate sculpture which may be in the round, relief, mobile, fountain, kinetic, electronic, and the like, in any material or combination of materials. This zone is located in Lincoln Park bounded by Broadway on the west, Colfax on the north, Lincoln on the east, and 14th Avenue on the south. The predominant architectural and memorial feature of the park is, and should remain, the Colorado Veterans Monument. The park environment invites sculpture of various sizes.

### Standards for Plaques

The Advisory Committee has adopted the following standards for plaques to be placed on the State Capitol grounds and in Lincoln Park:

- Plaque material will be cast bronze 7/16" thick with a raised single line polished border of 3/8" and Leatherette background texture. Bronze metal will not be coated with lacquer or other sealer.
- Plaque size for those being placed on east lawn pods will be 10" high by 18" wide.
- Text will be raised (1/16") polished Clarendon style letters. Capital letters only will be used for brief text. Capital and lower case letters will be used for longer, narrative or descriptive texts. Type size will be determined by the amount of text appearing on the plaque.
- Plaques will be affixed to the base with threaded rods mounted on the back of the plaque, fit into cement filled holes.
- The text may include the names of the sponsoring organizations but not the names of individuals in those organizations.

The Advisory Committee will review and approve both the design before it is submitted to the manufacturer and also proofs that are produced prior to actual manufacture of the plaque.

## **Committee Recommendation**

With respect to a proposal for donated art on the surrounding grounds of the Capitol, the Advisory Committee shall make its recommendation to the Capital Development Committee and to the Governor. All proposals evaluated by the Advisory Committee shall be identified in the committee's report. If the Capital Development Committee and the Governor concur with the recommendation, the Capital Development Committee shall make its recommendation to the General Assembly by joint resolution introduced during the next annual legislative session. Said joint resolution shall recommend acceptance of the donated art by the State of Colorado. Without concurrence from the Capital Development Committee and the Governor, the proposal shall not move forward. Said joint resolution shall require action of the Governor in the same manner as other resolutions requiring such action.

## VIII. AGREEMENT

Once approved by the General Assembly and the Governor, when appropriate, an agreement for acceptance of donated art or loaned art shall be signed by the Chair of the Advisory Committee and the Executive Director of the Department of Personnel and Administration, representing the State of Colorado, and the individual or designated representative of the organization or public entity submitting the proposal. Said document shall contain the parties' agreement and shall incorporate and enumerate the pertinent provisions of the Criteria and Procedures, including but not limited to, location, maintenance, disposition, and insurance coverage. The signed agreement shall be filed with the State Historical Society, State Archives, and the staff of the State Capitol Building Advisory Committee.

# **IX. DISPOSITION OR RELOCATION OF DONATED OBJECTS OF ART**

Any proposal for disposition or relocation of donated objects of art either presented to or initiated by the Advisory Committee or initiated by the Governor shall be reviewed by the Advisory Committee in consultation with the State Historical Society and other knowledgeable arts professionals. During the review process, the art will remain accessible to the public in its original location. Donated art may be considered for disposition if any one of the following conditions apply:

- A. It requires excessive or unreasonable maintenance;
- B. It is damaged to an extent that repair is unreasonable or impractical;
- C. It presents a threat to public safety;
- D. Significant changes in the use, character or actual design of the site require re-evaluation of the relationship of the art to the site;
- E. The State wishes to replace the piece with another of greater significance;
- F. It is not associated with events or persons of historical significance to Colorado;
- G. It does not embody the essential natural beauty of the State or of the industry and life ways of the people who have inhabited the State.
- H. Donated art may be considered for relocation when it is more appropriately grouped with other pieces of art with a common theme.

The Advisory Committee may make recommendations to the Capital Development Committee to relocate, sell, or replace the object of donated art.

## **X. EXCLUSIONS**

### **Portraits of Presidents of the United States and Governors of Colorado**

The public corridors of the Capitol display a significant collection of portraits of Presidents of the United States as well as portraits of Governors of the State of Colorado. The historic value of these collections is enhanced by the display of current as well as former presidents and governors. As a result, the goal of the Advisory Committee is to facilitate the display of portraits as soon as practicable after each of these elected official's inauguration, utilizing gifts, grants, or donations from any private source.

As a result of the continuing nature of the two collections, both are excluded from the procedures set forth herein for the gift or loan of objects of art. However, the Advisory Committee recommends that the portraits of the Governors of Colorado be hung as follows:

- A. The portrait of the sitting governor or, in the event no portrait of a sitting governor is available during his/her term of office, the portrait of the previous Governor shall be hung on the west side of the first floor in the southeast corner.
- B. Portraits of previous Governors shall be hung in order of their election on the south side of the west wing of the first floor from east to west, then on the north side of the west wing of the first floor from west to east. In no event shall more than six (6) portraits of Governors hang in the west wing.
- C. The Advisory Committee may designate all or a portion of the east wing of the first floor as a location to hang additional portraits of Governors of Colorado. Portraits shall first be hung on the north wall from west to east and then on the south wall from east to west. In no event shall more than six (6) portraits of Governors hang in the east wing.

### **Trees in the Landscape Master Plan**

The Capitol's surrounding grounds display an attractive variety of trees which enhance the park-like setting of the area. A tree inventory is a part of the State Capitol Grounds Design Development plan prepared in January 1988. Every effort should be made to increase the number and variety of trees on the Capitol grounds. As a result, the gift of trees to the grounds is excluded from the procedures for the gift or loan of objects of art provided the proposed planting is a part of the landscape master plan for the Capitol grounds and the Advisory Committee is apprised of the proposal.

## **XI. EVALUATION CRITERIA FOR LOANED OBJECTS OF ART**

The procedure for the evaluation and acceptance of a loaned object of art shall be the same as the procedure provided for donated objects of art with the following exceptions: there shall be no limitation on the number of loaned objects of art recommended by the Advisory Committee and the Capital Development Committee for consideration by the houses of the General Assembly and, when appropriate, the Governor.

A loaned object of art may be displayed in the public areas of the Capitol or on the Capitol grounds for no longer than one (1) year, unless the agreement between the lender and the State is renewed. The State retains the right to cancel the agreement for loaned art upon reasonable notice to the lender.

The State shall exercise the same maintenance and preservation with respect to loaned objects of art as it does in the safe-keeping of donated objects of art and other comparable state-owned property; however, the State shall not be responsible for the restoration of loaned art. Maintenance and preservation shall be the responsibility of the Department of Personnel and Administration and the Advisory Committee, respectively. The necessity and economic feasibility of any program of maintenance, preservation and restoration shall be determined by the Advisory Committee. Evidence of damage while in the State's custody shall be reported immediately to the lender and to the insurer, if applicable.

The Advisory Committee shall come to an agreement with the lender about the insurance coverage over the loaned object of art during the period of time that it is in the custody of the State. If the Advisory Committee and the lender agree that the loaned object of art shall be covered under the state's insurance through the state division of risk management, the agreement shall specifically identify the object of art and provide a value for the object of art. If the lender elects to maintain its own insurance coverage, the State must be supplied with a certificate of insurance naming the State as additional insured or waiving subrogation against the State. If the lender elects to not maintain its own insurance coverage and there is no agreement to have the loaned object of art covered under the state's insurance policy, the loan agreement shall constitute a release of the State from any liability in connection with the loaned object of art.

The lender shall be responsible for delivery of the object of art to the Department of Personnel and Administration. A report from the lender stating the condition of the loaned art shall accompany the object. Before accepting the art, the Department of Personnel and Administration shall request a condition report and recommendation regarding acceptance from the Colorado Historical Society. A condition report shall also be made by the Colorado Historical Society at the end of the loan period. The lender shall be responsible for retrieving the object of art from the State.

Unless otherwise notified in writing by the lender, the State may photograph or reproduce the loaned art for educational, publication, and publicity purposes. Unless otherwise instructed in writing, the State shall give credit to the lender, as specified by agreement, on exhibition labels and in any publications.

It is the responsibility of the lender to notify the Department of Personnel and Administration in writing if there is any change in ownership of the loaned art or if there is a change in the identity or address of the lender.

## **XII. APPLICATIONS FOR TEMPORARY DISPLAYS**

Applications for a temporary display of donated or loaned objects of art (Attachment C) on the second or third floors of the Capitol and on the Capitol grounds may be obtained from the staff for the Advisory Committee at the Office of Legislative Council, Room 029, State Capitol Building, Denver, CO 80203, telephone 303-866-3521.

### **Eligible Objects of Art for Temporary Display**

Eligible objects for temporary display are forms of original creations, including:

- painting of all media, including both portable and permanently affixed works, such as murals;
- busts;
- sculpture which may be in the round, relief, mobile, fountain, kinetic, electronic, and the like in any material or combination of materials;
- other visual media including, but not limited to, prints, drawings, stained glass, flags, calligraphy, mosaics, photography, clay, fiber and textiles, wood, metals, plastics, or other materials or combination of materials, or crafts or artifacts.

Exhibits shall not constitute temporary displays.

### **Evaluation Criteria for Temporary Display**

In evaluating a proposal for a temporary display for the Capitol and the surrounding grounds, the Advisory Committee shall be guided by the following.

- A. The association of the display with events or persons significant to the heritage or history of Colorado.
- B. The extent to which the display embodies the essential natural beauty of the State.
- C. The extent to which the display embodies the essential industrial lifestyle or other lifestyles of the people who have inhabited the State.
- D. The display's size or scale is suitable for the Capitol or the surrounding grounds.
- E. The display meets all fire and building safety code regulations.

- F. The display does not obstruct entrances to the Capitol, interrupt traffic flow through the building, obstruct the view of or access to fire fighting equipment, or involve the use of any flammable, hazardous or odorous chemicals or materials, torches or other open-flame illuminating devices or fires.
- G. The display does not promote a commercial enterprise.
- H. The display has an obvious public and legal purpose.
- I. The display will not cause harm to the rose onyx, marble, granite, gold, oak woodwork and brass fixtures and trim of the Capitol.
- J. No more than one display will be approved for the same time frame in a designated area of the Capitol or its surrounding grounds.

### **Application Procedure for Temporary Displays**

- A. A display shall be authorized for no more than ninety (90) days.
- B. An application for a temporary display in the Capitol or on the surrounding grounds shall be made to the Advisory Committee no later than four (4) months prior to the date of the proposed display. A successful application for a temporary display in the Capitol building or on the Capitol grounds requires approval from the Advisory Committee, the Capital Development Committee, and the Governor.
- C. The Advisory Committee may waive the four-month notice requirement for approval but only if: (1) the applicant can demonstrate the impossibility of applying for approval within the established time limit; and (2) the committee determines that all relevant and appropriate conditions, limitations and requirements are or will be met.
- D. Applicants assume the risk of any damage to a temporary display or any portion of a temporary display.
- E. Neither the State Capitol Building Advisory Committee, the Capital Development Committee, the Governor, the State of Colorado, nor any agency or political subdivision thereof shall be responsible for damage to a temporary display or any portion of a temporary display arising from its placement for public viewing in the Capitol or on the surrounding grounds.
- F. An applicant whose display has been approved shall be responsible for damage to the Capitol or the surrounding grounds resulting from the setup, removal, or showing of the display. An applicant shall be required to demonstrate such evidence of financial responsibility as the Advisory Committee deems necessary for the protection of the Capitol and surrounding grounds considering the physical characteristics of the display. Evidence of financial responsibility may include a security deposit, bond or evidence

of insurance in an amount set by the Advisory Committee to cover damage to the Capitol or the surrounding grounds, and the cost of removing the display if the sponsors do not do so by the end of the display period.

- G. An applicant shall bear all costs of assembling, displaying and removing the temporary display. Assembling and removal of exhibits shall be coordinated by the Division of Real Estate Services.
- H. Approval for a display is revocable only upon grounds for which an application would be subject to denial under the provisions of these Criteria and Procedures. Any such revocation prior to the installation of the display shall be in writing and approved by the Chair of the Advisory Committee and the Chair of the Capital Development Committee or their designees, and, when applicable, the Governor or his or her designee.
- I. If the display requires more than routine security as provided by the Colorado State Patrol for the Capitol, the applicant shall bear all of these costs.
- J. Demonstrations or gatherings that are a part of displays on the grounds of the Capitol must receive a permit from the Department of Personnel and Administration, Division of Real Estate Services.

### **Committee Recommendation Procedure**

After the timely consideration of a proposal, the Advisory Committee shall transmit its recommendation to the Capital Development Committee. Applications for use of the Capitol grounds require approval of the Capital Development Committee and the Governor.

## **XIII. GUIDELINES FOR EXHIBITS**

Exhibits in the Capitol or on the surrounding grounds are not subject to review and approval by the Advisory Committee and not subject to the Criteria and Procedures established herein.

Requests for exhibits in the basement, and on the second and third floors shall be approved by both the Offices of the Speaker of the House of Representatives and the President of the Senate. Requests for exhibits on the Capitol's first floor shall be approved by the Office of the Governor. Requests for exhibits on the Capitol grounds shall be approved by the Office of the Governor and the Offices of the Speaker of the House of Representatives and the President of the Senate.

Approval by the aforementioned offices notwithstanding, the Advisory Committee recommends the following guidelines be applied to all proposed exhibits:

- A. The exhibit shall not interfere with the architectural integrity, the quality of the public space it seeks to occupy or the historic character of the building or grounds.
- B. The exhibit shall not cause harm to the rose onyx, marble, granite, gold, oak woodwork and brass fixtures and trim of the Capitol.
- C. No exhibit shall be placed in the interior of the rotunda of the basement, first, second or third floors of the Capitol.
- D. No exhibit shall provide for the sale of items within the Capitol building or on the Capitol grounds.
- E. The exhibit shall be on public display for no more than thirty (30) days unless otherwise authorized.
- F. Exhibitors shall be responsible for general clean-up following the dismantling of the exhibit and shall assume any and all liabilities in the event of damage to the Capitol, including any personal injury caused by the exhibit.
- G. Exhibitors assume the risk of any damage to their display.
- H. Neither the State Capitol Advisory Committee, the Capital Development Committee, the Governor, the State of Colorado, nor any agency or political subdivision thereof shall be responsible for damage to an exhibit or any portion of an exhibit arising from its placement for public viewing in the Capitol or on the surrounding grounds.
- I. The exhibit may not compromise the security of the Capitol.

## **XIV. ADOPTION OF CRITERIA AND PROCEDURES**

The Criteria and Procedures for Donated or Loaned Objects of Art are hereby adopted by the State Capitol Advisory Committee on this twenty-seventh day of April, 2007, and shall be applicable to proposals made thereafter for the placement of objects of art in the public areas of the Capitol or on its surrounding grounds.

## **XV. AMENDMENT OF CRITERIA AND PROCEDURES**

The form and content of these Criteria and Procedures may be amended by a majority vote of the members of the Advisory Committee, or a section of the Criteria and Procedures may be suspended by a two-thirds vote of the members of the Advisory Committee.

The Advisory Committee may waive any individual requirement contained in these Criteria and Procedures on a case-by-case basis upon a unanimous vote of the membership.

**ATTACHMENT A**  
**LEGISLATIVE AUTHORIZATION**

The Criteria and Procedures are promulgated by the State Capitol Building Advisory Committee pursuant to Colorado Revised Statutes 24-82-108 (3)

(h) (I) Except as provided in subparagraph (II) of this paragraph (h), all proposals involving the gift or loan of objects of art and memorials to be placed on a permanent or temporary basis in the state capitol building or on its surrounding grounds and proposals for fund-raising efforts to place objects of art or memorials in the state capitol building or on its surrounding grounds shall be submitted to the advisory committee for evaluation. The advisory committee shall develop criteria and a procedure for such evaluations, which procedure shall include consulting with knowledgeable advisors to assist in evaluating each object of art or memorial individually. The advisory committee shall evaluate all such proposals and present recommendations resulting from such evaluations as follows:

(A) Proposals pertaining to all public areas of the state capitol building, including but not limited to the corridors, rotunda, lobbies, entrance ways, stairways, restrooms, porticos, steps, and elevators shall be submitted to the capital development committee for approval. No such proposal shall be permitted to proceed without the prior approval of the capital development committee.

(B) Proposals pertaining to the surrounding grounds of the capitol building bounded by Colfax avenue on the north, Grant street on the east, Fourteenth avenue on the south, and Broadway on the west, in the city and county of Denver, shall be submitted to the capital development committee and the governor for approval. No such proposal shall be permitted to proceed without the prior approval of the capital development committee and the governor.

(II) The provisions of this paragraph (h), shall not apply to proposals pertaining to the outer office of the executive suite and those areas of the first floor used as office space by the executive department.

**ATTACHMENT B**  
**APPLICATION FOR A PERMANENT GIFT OR LOAN OF AN OBJECT OF ART**  
**OR A MEMORIAL IN THE STATE CAPITOL OR ON THE GROUNDS OF**  
**THE STATE CAPITOL**  
(please print)

Date \_\_\_\_\_

1. Individual and/or organization sponsor(s) \_\_\_\_\_

Address(es) \_\_\_\_\_

Telephone Numbers: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

2. What is the status of this item?

\_\_\_\_\_ Permanent gift of donated art

\_\_\_\_\_ A loan of loaned art

3. Proposed Dates for the display: \_\_\_\_\_

4. Proposed Location of the display: \_\_\_\_\_

*Please note that no displays are permitted in the Capitol rotunda.*

5. Purpose of the display: \_\_\_\_\_

6. Description of the display and space required (photographs may be provided to supplement the written description; use additional pages as necessary): \_\_\_\_\_

7. Name, address and telephone number of individual(s) in charge of display (if different from #1 above): \_\_\_\_\_

8. Attach an explanation of how the proposal meets the evaluation criteria used by the Advisory Committee.

9. If the object is a loaned object of art, how will the object of art be insured throughout the period of time that the object is in the custody of the state?

\_\_\_\_\_ Lender will maintain its own insurance coverage and provide state with a certificate of insurance naming the state as an additional insured or waive rights to subrogation against the state

\_\_\_\_\_ Lender requests state to insure the object of art and will provide description of object of art and its value

\_\_\_\_\_ Lender will elect not to maintain or obtain insurance of the object of art and will agree to release the state from any liability in connection with the loaned object of art



In addition to completing this application, I have read and will comply with the Criteria and Procedures for permanent gifts or loans of art of the State Capitol Building Advisory Committee.

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Signature and title of person completing the application

Return completed application to:      State Capitol Building Advisory Committee  
Room 029, State Capitol Building  
Denver, CO 80203-1784  
(303) 866-3521  
(303) 866-3855 (FAX)

Approval

Capitol Building Advisory Committee:	_____	_____
	Signature	Date
Capital Development Committee:	_____	_____
	Signature	Date
Governor's Office (when applicable)	_____	_____
	Signature	Date

**ATTACHMENT C**  
**APPLICATION FOR A TEMPORARY DISPLAY IN THE STATE CAPITOL**  
**OR ON THE GROUNDS OF THE STATE CAPITOL**  
(please print)

Date \_\_\_\_\_

1. Individual and/or organization sponsor(s) \_\_\_\_\_

Address(es) \_\_\_\_\_

Telephone Numbers: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

2. Proposed Dates for the display: \_\_\_\_\_

3. Proposed Location of the display: \_\_\_\_\_

4. Purpose of the display: \_\_\_\_\_

*Please note that no displays are permitted in the Capitol rotunda.*

5. Description of the display and space required (photographs may be provided to supplement the written description; use additional pages as necessary): \_\_\_\_\_

6. Name, address and telephone number of individual(s) in charge of display (if different from #1 above): \_\_\_\_\_

7. Attach an explanation of how the proposal meets the evaluation criteria used by the Advisory Committee.

★ ★ ★ ★ ★ ★ ★

In addition to completing this application, I have read and will comply with the Criteria and Procedures for permanent gifts or loans of art of the State Capitol Building Advisory Committee.

\_\_\_\_\_  
Signature and title of person completing the application

Return completed application to: State Capitol Building Advisory Committee  
Room 029, State Capitol Building  
Denver, CO 80203-1784  
(303) 866-3521  
(303) 866-3855 (FAX)

Approval

Capitol Building Advisory Committee: \_\_\_\_\_  
Signature Date

Capital Development Committee: \_\_\_\_\_  
Signature Date

Governor's Office (when applicable) \_\_\_\_\_  
Signature Date