



## **Banners, Murals, and Art Installations Policy and Application**

National School District permits the commission or creation of banners, murals, and art installations on a case-by-case basis. All decorative ideas that impact facilities must follow district guidelines and receive advance approval (e.g. – wall and door hangings do not impact facilities, while painting a planter box does). There are no exceptions; unapproved projects will be removed at the facility's expense.

The following guidelines establish a district approval process for art murals, wall painting, tile/stonework, and other decorative and commemorative projects on National School District property, including the process and criteria the district will use for maintenance, removal and lifespan.

### **Approval Statement**

Banners, murals, and art installations can only be approved through the agreement of site and district administration. Approval will be based on a variety of factors, including campus cohesion as well as the contribution to school culture and climate.

### **Guidelines**

1. The principal of the school where the banner, mural, or art installation is proposed must provide preliminary approval for the project to receive district consideration. The principal will base this approval on the artistic feasibility of the project and alignment with the school's colors, theme, and vision.
2. Once a project has principal approval, the principal must submit the project to the director of maintenance & operations for secondary approval and authorization of materials, colors, feasibility, campus location as identified on a campus map, etc.
3. If approved by the M&O director, the assistant superintendent of business services will review the application and then inform the district governing board of the scope and design for the project. No banner mural or art installation can begin without the signed approval of the assistant superintendent of business services and/or the superintendent.
4. The expected timeline for a decision on an application is 60-90 days.
5. It is preferred that students be directly involved in the design and/or installation.



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### **Placement**

Banners, murals, and art installations should be located on the site where they will enhance and activate the student and parent community experience.

- These facility designs should not be placed in a location where the design disrupts the site's landscaping and maintenance requirements.
- The design should not be so large as to overwhelm adjacent architecture, exceed the height of the building or become a visual distraction; nor should the building's architecture be altered to accommodate banner/mural/installation.
- Colors should be complimentary and harmonious with the exterior colors of the building structure, as well as consistent with the school's chosen visual theme.
- Decorative materials should not physically damage the building or site, adjacent sidewalks or land in the area.
- All painted wall art amendments to the facility must be completed using District authorized paint vendors and products.

### **Conditions for Approval**

- Cannot paint over prefinished items, concealed surfaces, finished metal surfaces, galvanized metal (other than conduit) and operating parts.
  - Labels: Cannot paint over Underwriters Laboratories (UL), Factory Mutual (FM), or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.
  - Wall art, once approved, shall be maintained until removed, and painted under district staff direction, with the application of wall art materials that have proven performance for withstanding the climate.
  - Wall art such as murals shall be composed of materials, coatings, or other protective techniques that will be resistive to vandalism and graffiti and that are compliant with all applicable Federal, State and Local regulations.
  - All painted surfaces should be considered for containing lead content and handled appropriately so as not to create a lead hazard.
  - Designs shall not contain offensive or discriminatory content.



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- Banners shall be professionally made with quality materials.

### **Schedule**

- Mural installation and all wall art approved projects are to begin within 90 days of approval and be completed within 90 days of the start date.
- Wall art designs and the installation of the design must not be disruptive to the school community while the installation is in process.

### **Maintenance**

Routine maintenance, repair and cleaning of a banner, mural or artwork installation become the responsibility of the Director of Maintenance and Operations or his/her designee.

For proper long-term care of the artwork, a formal maintenance plan shall incorporate:

1. A schedule of regular inspection.
2. An outline of maintenance activities for murals e.g. cleaning and minor repair.
3. Documentation of condition, maintenance, and treatment work.

**Removal of banners, murals/art installation : Please note that wall art may be removed from district property at any time based on the discretion of the school district.**

Banners will typically maintain their lifespan for 1-2 years. The life span for murals will typically be a period of 5 to 7 years. Prior to the minimum expiration period, all murals shall be protected in place during repainting. If it is deemed by the district that the wall art or mural painting is fading due to weather conditions/and/or vandalism, the wall art display can be removed at district discretion.



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A banner, mural, or installation may be removed prior to the expiration period due to the following circumstances:

1. The structure is substantially remodeled or altered in a way that precludes continuance of the mural.
2. Upon a finding by the Director of Maintenance and Operations or his/her designee that the continued maintenance of the banner, mural, or wall art is no longer feasible.
3. The banner, mural, or installation is fading/deteriorating and cannot be repaired.
4. The banner/mural/installation has been vandalized and repair is not cost effective.
5. The principal and school community initiate a removal request.
6. The district also reserves the right to transplant or move wall art projects that have this mobility to another location on school property, as is feasible.

**General Note:** Persons objecting to a specific installed mural or wall art or regarding a wall art not being approved should submit a letter to the principal including the objection and any proposed solution. Objections will be reviewed, and a response will be provided to the complainant through the office of the Assistant Superintendent of Business Services.



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I. Name of Applicant: \_\_\_\_\_

II. Affiliation with the District (circle all that apply):

**Teacher      Vendor      Parent      Community Member**

III. Organizational Affiliation: (Please provide the name of any vendor or organization outside of NSD connected with this project.):

\_\_\_\_\_

IV. Site Administrator's approval signature in consideration of campus cohesion, climate, and vision:

\_\_\_\_\_

V. Director of Maintenance and Operations approval signature in consideration of materials, colors, lifespan, feasibility, installation location etc.:

\_\_\_\_\_

VI. Please describe the following in an attachment:

- a. Your artistic background and experience or the experience of the person (s) who will paint or install the wall art (Attach a background resume that includes the experience you or others applying have related to this project.)
- b. Explain the theme of the banner/mural/art installation you are proposing.
- c. How long will the project/installation take from start to finish?
- d. Will students participate in the design and/or installation?



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- VII. Please attach your proposed design in color including all dimensions.
- VIII. Please attach a map of the school and place a location X where your proposed wall art will be placed.
- IX. Do you agree to abide by the district conditions for approval if your designs for wall art are approved? (Circle one)

Yes / No

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please note that a response from the district to approve or disapprove your wall art project may take 60-90 days. You will receive information in the mail as to whether your project has been approved in its entirety, approved with revisions, or denied and the reasons for denial.

Place Your Contact Information here:

\_\_\_\_\_

Include email and address as well as a phone number

Please note that your application for wall art may take 30-60 days for final denial or approval.