



Memorandum

To: Art Review Board
From: Niall Connolly, Director of Community Development
Date: August 13, 2026
Re: Public Art Plan

Introduction

The Art Review Board will be using the meeting on August 17th to continue drafting the Public Art Plan. Since the last meeting, Board Member Lisa Benham prepared a draft plan document. This document is appended to this report. The draft plan covers all of the elements the Board has previously discussed, and includes some questions for consideration by the Board. Staff recommends that the Board use the meeting time to go through the draft plan, section by section, and make any necessary edits. Staff will present the Plan on the large screen and will make edits directly to the google document, based on Board feedback.

In addition, here are some notes from the Board's workshop on July 6th:

What information would you like on the goals/ visions of the plan?

- *A plan that ties all art projects together*
- *Guiding principles, mission - what is the desired result?*
- *Where*
- *Why public art?*
- *Welcoming, engaging, educational*
- *Build awareness, promote understanding.*
- *Goal for complete plan by January 2027*

What types/ media of art are we looking at?

- *Sculpture*
- *Photography*
- *Visual arts (performing?)*
- *Paintings*
- *Item evaluation process - what/ how do we choose?*
- *All types - but not performing arts*
- *Create Criteria*

Should the Plan include themes that the artwork should be based on?

- *Yes, but not too limiting. Stay open to good surprises.*
- *General, taking into consideration the Town of Springdale*
- *Looks like it belongs here*

Should the Plan include a map showing the preferred locations?

- *Yes*

What is our call for art process?

- *First, advertise we will be making a call for public art*
- *Then accept photos in applications*
- *RFP/ RFQ*
- *Submit for RAP Tax*

How about an Art for Loan Program?

- *Risky*
- *Hold harmless policy would be needed*
- *Concerned about workload*

Review Criteria?

- *Acquisition criteria*
- *Site selection criteria*
- *Item evaluation process*
- *Determine the extent of future maintenance*

Do we seek opinions from the community?

- *Yes, we should seek opinions from residents of Springdale*
- *Consider survey for residents opinions*

Any other comments?

- *Annual progress report to the Town (i.e. accountability).*

Maintenance

- *5% of art budget allocated to staff*
- *Important that outdoor pieces need to be low maintenance*

Public v Private Land

- *Public first/ private only with landowner's permission*
- *No to creation of easements on private property*
- *No to public art on private land, unless really tight policies on ownership*

Can the Town's Historic Display Policy be used as a template for donations and deaccessioning?

- *Yes*

Funding Opportunities?

- *Private donations, loans, County money, TRT,*

Are there any images you would like to include in the plan?

- *Yes*

Would you like quotes from artists in the plan?

- *Yes, they are great. Jim offered several good quotes*

APPENDICES

1. Draft Plan Document
2. Historic Display Policy

SPRINGDALE PUBLIC ART PLAN

WORKING DRAFT | Prepared for the Art Review Board | July 2026
Town of Springdale, Utah

This is an internal working draft consolidated from Board field-tour findings, staff reports, the 2023 Streetscape Plan, and the Board's July 2026 workshop materials. Sections marked "Board to discuss" indicate open items that still need the Board's input before this plan is finalized.

1.0 Introduction

Springdale is the gateway community to Zion National Park. We welcome over five million visitors each year. While we are hosts to so many visitors, we are also a community that is home for over five hundred people. We are surrounded by the cliffs of Zion National Park, an amazing natural art display in itself.

In addition to the natural beauty that surrounds the Town of Springdale, the Town has a long history of supporting the arts through public art installations. Public art has the power to transform spaces, inspire residents, attract visitors, and reflect the unique character and history of our town. Springdale's General Plan seeks to promote the Town as an arts community. This plan identifies the types of locations where public art should be encouraged and how the Town will administer its public art program.

This plan builds on previous public art initiatives in Springdale, including the Lion Boulevard mosaics, the “Art is Electric” project, and other installations such as the “Heart of Zion” sculpture at Hoodoos Market, the Springdale Tortoises, and the wind sculptures at Worthington Gallery.

Definition of Public Art

Public art is any visual work of art displayed for two weeks or more in an open, publicly owned area; on the exterior of a public facility; inside any Town-owned facility in areas designated as public areas; or on private property if the work is installed or financed, wholly or in part, with Town funds or with grants procured by the Town.

Public art can take many familiar forms — sculpture, mosaics, and murals — as well as a broader range of media and approaches, including artist-designed play equipment, street furniture, bridges, gates, paving patterns, lighting, landscape treatments, and water features. Public art is encouraged across a range of scales and moods: thought-provoking or whimsical, subtle or bold, a single object or an installation of multiple elements.

Board to discuss: *Insert citation(s) to the specific General Plan goals and policies that support the public art program.*

2.0 Vision and Goals

Vision

Springdale will be recognized as a vibrant arts community where public art enriches daily life for residents and visitors, reflects the Town's extraordinary natural setting and history, and strengthens Springdale's identity as the gateway to Zion National Park.

Goals

- Enhance public spaces and the everyday experience of residents and visitors
- Promote cultural enrichment, including Springdale's heritage and the history of the Paiute people
- Foster community engagement and civic pride
- Support and showcase local and regional artists

- Diversify and strengthen the local economy
- Complement and help implement the Town's General Plan and 2023 Streetscape Plan

Board to discuss: *Confirm final vision/goals language, and whether additional goals (e.g. sustainability, accessibility) should be added.*

3.0 Preferred Locations for Public Art

On October 14, 2025, the Art Review Board conducted a mobile tour of Springdale to evaluate locations for public art. Sites were assessed for visibility to residents and visitors, available space, and certainty of long-term access. Public property is generally preferred for publicly funded art, though the Board is open to partnering with private property owners where a location offers strong public benefit.

Location	Priority	Notes
SR-9 Corridor (general)	High	Primary focus for public art investment — the corridor most visible to residents and the Town's ~5 million annual visitors.
George A Barker River Park & Marj Bonner Dog Park	High	Potential sculpture garden as part of planned River Park expansion; natural-form sculptures considered for the Dog Park.
Lawns at Springhill Suites, Hampton Inn & Hyatt Place (junction of SR-9 & Canyon Springs Rd)	High	Private property with strong visibility; installation contingent on agreement with property owners.
Retaining walls along SR-9	High	UDOT-owned; agreement with UDOT required before any installation.
Traffic sign at shuttle turnaround (opposite Hotel de Novo)	High	Town owns/operates the sign; UDOT owns the property. Any art must not obstruct or distract from posted messages.
Montclair Hotel	Medium	Identified in the 2023 Streetscape Plan; property owner has indicated openness to a conversation. Board draft flags this needs a more specific location on the property.
Municipal Complex (Town Hall, Community Center, Gazebo)	Low / future phase	Ample Town-owned landscaped area, but lower visibility to visitors than the SR-9 corridor.
Lion Blvd right-of-way	Low	Less visible to visitors/residents; RV parking creates a visual obstacle.
Le Macaron (formerly Cafe Soleil)	Low	Limited space; existing outdoor art on the property risks a cluttered impression.
Town Center / Central Commercial Zone	Low	Densely developed with limited available space.
Springdale Elementary School	Low	Streetscape Plan suggests an interactive piece in partnership with the school, but yard space is limited.
Springdale entry sign (southern gateway)	Not recommended	The Board felt this location's natural first vista of Zion Canyon should not be altered.

Board to discuss: *Reach out to the identified private property owners (Springhill Suites, Hampton Inn, Hyatt Place, and Montclair Hotel) to gauge interest in a partnership before finalizing priority locations, and confirm easement requirements for any art situated on private property.*

3.1 Town-Owned Property

The following Town-owned properties are relatively accessible to the public and may be suitable for public art:

- Lion Boulevard right-of-way
- Winderland Lane right-of-way
- Paradise Road right-of-way
- The Town Hall complex, including the Canyon Community Center grounds, the ballfield, Town Park, the Historic Bishop's Granary area, and the Public Works building area
- The undeveloped parcel southeast of Town Hall (reserved long-term for a future medical clinic and other municipal buildings)
- The Pioneer Cemetery parking lot (at the junction of Winderland Lane and Paradise Road)
- The Town Plaza
- The George A Barker River Park

3.2 Other Publicly-Owned Property

Some properties in Springdale are publicly owned but not by the Town, and would require coordination with the relevant agency:

- The SR-9 right-of-way (Utah Department of Transportation)
- Springdale Elementary School (Washington County Board of Education)
- The Fire Station (Hurricane Valley Fire Special Service District)

3.3 Locations Identified in the 2023 Streetscape Plan

The Town's Streetscape Plan (adopted 2023) identifies additional locations relevant to public art. Its recommendations are not binding on this plan but are worth considering:

- A public/private partnership at the Montclair Hotel property to create a seating node with an interactive art feature
- A partnership with Springdale Elementary School for shaded seating and interactive art for children
- A partnership with the owners of the Le Macaron property (formerly Cafe Soleil) for signage or art and shaded seating
- Artwork on existing electrical boxes throughout the SR-9 corridor
- Mosaic tilework incorporated into benches and light-pole bases along Lion Boulevard and Winderland Lane, continuing the existing Lion Boulevard Mosaics
- Community art installations as part of "The Virgin River," the Board's preferred design concept for the Town-owned SR-9 property

3.4 Other Potential Locations

- Gateways and entrances to Town
- Street intersections
- A connected “sculpture walk” linking several of the locations above into a self-guided route

4.0 Types of Public Art

- Sculpture — including the potential sculpture garden at George A Barker River Park and sculptural site furnishings such as a sculptural bench at the Dog Park
- Murals and mosaics
- Framed photography and paintings
- Indoor sculpture, for display inside Town-owned facilities
- Mobile or traveling sculpture
- Functional art — decorative benches, planters, light fixtures, shade structures, shuttle stop elements, and accent walls
- Interactive art — for example a labyrinth, water feature, or tactile art
- Small-scale “easter egg” art — playful, hidden, or surprise pieces integrated into everyday infrastructure

Board to discuss: *Confirm whether “easter egg” art should be included as a category, and develop assessment criteria for evaluating proposed artwork against these categories (see also Section 5.2).*

5.0 Public Art Program Process

5.1 Call for Public Art

A typical process for commissioning new public art includes the following steps:

- The Art Review Board defines the project scope, site, and available budget, and recommends the timing of each call for public art
- The Town Council approves funding for the project
- The Town issues a public call for artist qualifications or proposals
- Submissions are reviewed against the criteria in Section 5.2
- The Board makes a recommendation, with Town Council approval where required
- A contract is executed and the work is installed

Board to discuss: *Decide how often the Town should issue a call for art (e.g., an open rolling call vs. periodic themed calls) and whether the first call should focus on one of the high-priority locations identified in Section 3.0.*

5.2 Review and Selection Criteria

Proposed public art — whether commissioned or donated — will generally be evaluated against the following criteria:

- Quality and artistic merit
- Relationship to Springdale's natural and built environment

- Pedestrian traffic patterns and public safety
- Visibility and public accessibility
- Site context, existing artwork at the site, and future development plans
- Environmental considerations
- Ongoing maintenance requirements

5.3 Public Input

Community input will be sought as part of the selection process.

Board to discuss: *Determine the specific mechanism for public engagement — for example, a public comment period, display of finalist proposals at Town Hall or online, or a community vote.*

5.4 Donated Works of Public Art

Springdale, like many communities, may receive proposals from residents, artists, or organizations wishing to donate public art. The following process is adapted from donation policies used by other Utah communities:

- Written proposal or letter of intent submitted to the Art Review Board, including the artist and donor profile, title, dimensions, materials, and proposed location; supporting materials may include a maquette, drawing, or photograph of the work, site drawings, installation details, a professional appraisal of value, and estimated maintenance costs
- The proposed site and design should be consistent with this plan's general standards; quality, scale, and character should be appropriate to the site, with maintenance, public safety, and vandalism risk considered
- The donor is generally expected to cover shipping, fabrication, and installation costs, and — where applicable — engineering, pedestal design, identification plaque, lighting, structural support, and site landscaping (each subject to Town review); use of public art funds for these costs is discouraged
- The Board may consult Town Planning or Engineering staff, and the Historic Commission where a historic site is involved
- Memorial gifts require documentation of the significance of the person or event honored; the memorial should reflect broad community values and be meaningful to future generations, and the proposal should justify the chosen site
- A written agreement between the Town and the donor will specify the terms of acceptance — in most cases the artwork becomes Town property outright, though long-term, permanent, or temporary loans are also possible

Monetary donations in support of public art are also welcomed. Donors — whether contributing a completed artwork or a monetary gift — will need to be provided appropriate tax documentation for their contribution.

Board to discuss: *Confirm the mechanism for monetary donations — for example, a dedicated public art fund, the process for issuing a tax donation receipt, and whether a utility-bill round-up program (see Section 6.0) should feed the same fund.*

5.5 Art on Loan Program

Board to discuss: *Consider whether Springdale should establish a temporary or rotating loan program, which can offer a lower-cost entry point for showcasing local and regional artists and keep the public art collection fresh over time.*

6.0 Funding

The Town Council adopted the 2026/27 budget with an allocation of \$8,000 of RAP (Recreation, Arts, and Parks) tax to public art. This allocation is intended to roll over and accumulate year to year, with similar allocations anticipated in future budget cycles.

Public art programs in other communities draw on a range of additional funding mechanisms, which the Board may wish to consider for Springdale:

- 1% for Art — setting aside a percentage of construction or renovation costs for a public building or site for artwork
- An annual allocation in the Town's general budget
- Grants from the Utah Division of Arts and Museums, the National Endowment for the Arts, and other arts endowments — in some cases, grant funds could be used to retain professional grant-writing services
- A voluntary round-up contribution on utility bills (used by South Jordan, UT)
- Private donations to a dedicated public art fund
- Loans of artwork from artists, galleries, or private owners for a specified period (see the Art on Loan Program, Section 5.5)
- Community mural painting and other volunteer-supported projects
- An impact fee added to building permits for public art
- Development incentives encouraging public art on new commercial developments
- Public/private partnerships and challenge grants

Board to discuss: *Decide which of these mechanisms, beyond the RAP tax allocation, the Board wants to pursue, and in what order.*

7.0 Maintenance and Deaccessioning

7.1 Maintenance

To keep Springdale's public art collection in good condition, the Board may wish to adopt practices used by other communities:

- Reserve 5–10% of each public art project's budget in a dedicated maintenance fund
- Require artist warranties as a condition of acceptance
- Maintain a record of vendors and fabricators so repair contacts are readily available
- Conduct an annual visual check of all public artwork, with a more detailed condition assessment every five years

7.2 Deaccessioning

Deaccessioning refers to the formal, permanent removal of a work from the Town's public art collection. Circumstances that may warrant deaccessioning include: damage beyond reasonable repair; a safety hazard that cannot be mitigated; redevelopment of the site; maintenance or conservation costs that are no longer sustainable; or the work no longer being consistent with the site or the Town's needs.

A typical deaccessioning process includes a staff or Board recommendation, notification to the artist or donor where feasible, and Town Council approval prior to removal. Disposition options include relocation within Town, sale, return to the artist or donor, storage, or, as a last resort, disposal.

Board to discuss: *This section uses draft placeholder language. The Board's July 2026 workshop materials reference an existing public art deaccessioning policy from another Utah community (Ivins City) as a model — pull the full text of that policy and adapt it for Springdale. Also confirm any notice period owed to artists/donors and whether Town Council approval should be required in all cases or only above a certain value threshold.*

8.0 Next Steps

- Finalize the vision and goals language in Section 2.0
- Contact the private property owners identified as high- and medium-priority locations (Springhill Suites, Hampton Inn, Hyatt Place, Montclair Hotel) to confirm interest in partnership
- Coordinate with UDOT regarding the SR-9 retaining walls, corridor right-of-way, and the shuttle turnaround traffic sign
- Define the call-for-art process, timing, and selection criteria in more detail (Section 5.0)
- Resolve open items marked “Board to discuss” throughout this draft
- Bring a refined draft to Town Council for review and adoption

Town of Springdale Historical Displays Policy

Section 1 – INTRODUCTION

Purpose

The Town of Springdale Historical Displays Policy (Policy) provides a framework to establish the preservation, safety, and integrity of both the Town's collection and other items of historical value that may be temporarily housed at the Canyon Community Center. The Policy summarizes standard policies and identifies the respective roles and responsibilities of the Collections Committee, Executive Director, and staff.

The Town of Springdale (Town) has a keen interest in acquiring unique and quality artifacts and objects that will help promote the General Plan's goals, specifically the Natural and Cultural Resource Goals. Sub-Goal D is to preserve and promote community appreciation for the Town's heritage and cultural history.

This Policy sets forth the Town's approach to manage and preserve artifacts for display and storage. A copy of the Policy will be made available publicly and posted on the Town's website.

Mission Statement

To preserve, protect, and promote the rich historical and cultural heritage of Springdale, ensuring its unique story and character are celebrated and accessible for present and future generations, in alignment with the Town's vision to remain a distinctive and cherished community.

Access

It is fundamental to the Town's mission to provide access to the collection and promote appreciation of its significance. Among the primary means of achieving this goal are the presentation of artifacts, disseminating information through publications, and utilizing the Town's website for a variety of audiences ranging from children to adults. These areas draw upon the collection and research as primary sources for engagement and promoting familiarity with Springdale's historical artifacts.

Section 2 – AUTHORITY AND RESPONSIBILITIES

Ensuring the collection's integrity and development is a fundamental responsibility of the Collections Committee and staff.

Collections Committee

The Collections Committee is a standing committee that is responsible for the collection's acquisitions, accessions, and deaccessions. The Collections Committee is composed of staff, commissioner(s) from the Historic Preservation Commission, one Town Council member, the Executive Director, and a subject matter expert as needed.

Executive Director

The Executive Director, who is the Parks and Recreation Director, has overall responsibility for the management of the collection as well as outgoing and incoming displays. The Executive Director delegates specific responsibilities for managing, protecting, and preserving the collection.

Staff

The staff is guided in its work related to the collection by this Policy.

Key Responsibilities: Staff is tasked with the following responsibilities:

1. Care for items on display;
2. Storage and care for items not on current display;
3. Risk management;
4. Administration;
5. Itemized documentation of the collection;

Collections Committee Charter

The central role of the Collections Committee is to oversee the development of the collection in alignment with the goals stated in Section 1.

Key Responsibilities: The Collections Committee is tasked with the following responsibilities:

1. To review and recommend or reject proposals regarding acquisitions, deaccessions/disposals;
2. To review and advise on strategies for developing the collection; and
3. To review and revise the Town of Springdale Historical Displays Policy as necessary.

Authority to Recommend or Decide: The Policy gives the Collections Committee the following responsibilities:

1. To acquire historical objects recommended for acquisitions; and
2. To deaccess/dispose of historical objects.

Conflict of Interest: If a member of the Collections Committee has a conflict of interest relevant to a matter on which action or a recommendation is being considered, that member shall disclose the conflict of interest.

Schedule of Committee Meetings: The Collections Committee will meet as needed.

Committee Members: The Collections Committee comprises two rotating members from the Historic Preservation Commission, one Town Council member, the Executive Director, designated staff members, and a subject matter expert as needed.

Quorum: A quorum, consisting of a minimum of three Collections Committee members, must be present at each meeting to conduct business.

Support Staff: The Executive Director designates staff to attend Collections Committee meetings as appropriate.

Section 3 – ACQUISITIONS

Criteria

When recommending an object for acquisition, staff and the Collections Committee must consider all the following criteria:

1. The quality and historical significance to Springdale;
2. The capacity to enhance the collection;
3. The significance or potential social, cultural, or educational value;
4. The physical condition and whether it is sufficiently documented;
5. The ability of the Town to store and care for the object properly; and
6. If the object is being given to the Town permanently.

Gifts

A Gift is any in-kind donation of an object by an individual or organization. To make a valid Gift, there must be clear intention on the part of the donor to transfer title and possession of the property. It is essential to the validity of such a Gift that the transfer of both possession and title shall be absolute and immediate. The donor must intend to turn over the object itself to the Town and relinquish all right of dominion.

All donations become the property of the Town and not of any individual or paid or unpaid staff members of the Town.

The Town does not guarantee that donated items will be placed on display, to keep donated items together as a unit, or to acknowledge publicly the donor's name with each item on display.

Donors may have items appraised prior to donation. If the donor(s) wish an authorized agent of the Town to sign the appropriate IRS documents regarding the gift (8283 form), a copy of the appraisal documents with values must be filed with the Town.

Restrictions

As a general principle, the Town only accepts Gifts of objects on an unrestricted basis whereby a donor has no intent to govern the terms or conditions of the Gift, such as, but not limited to, its use, display, loan, publication, or deaccession and disposal. Any exception must be in writing and must be reviewed and approved by the Collections Committee. Before presentation to the Collections Committee, donors are required to sign a gift affidavit indicating their intention that works are offered as unrestricted Gifts, unless otherwise indicated. To the extent feasible, all acquisitions should include the transfer of all intellectual property rights, including but not limited to copyright, when applicable, in and to the work being acquired.

Bequests

A bequest is the transfer of particular property to the Town under the terms of a testamentary disposition. It is important to have on record, as evidence of the transfer of title, a copy of the provision of the testamentary document that concerns the bequest to the Town, as well as verification (if applicable) of the executor, trustee, or personal representative's authority and a copy of the final receipt the Town signs in accepting the bequest. The Town is not obligated to accept a bequest. Unless otherwise designated by the donor and agreed to by the Town, accepted bequests are initially accepted as general property, and may thereafter, if appropriate, be moved into the collection following the procedures set forth herein. If the intended bequest is not accepted, suitable recipients may be recommended to the executor, trustee, or personal representative.

Approval Process

The acquisition of an object by gift, bequest, or purchase, including fractional and joint gifts and purchases, requires the following:

1. The applicant submitting the object to be acquired fills out an application with all relevant information, including a description of the work, its condition, history,

importance to the collection, justification for acceptance, and relevant publication information;

2. The Executive Director makes a recommendation to the Collections Committee; and
3. Approval by the Collections Committee.

Section 4 – DEACCESSION/DISPOSAL

Deaccessioning is a recognized means of refining and improving the collection to ensure the Town's own and uses the collection as appropriate to its mission.

Acquisitions in the Town's collections may be deaccessioned only after the most rigorous scrutiny. Transparency and professionalism shall govern all aspects of the deaccessioning process and activity. Deaccessioning takes into account the need for avoidance of conflict of interest and disclosure, and the approval of the Collections Committee.

Criteria

Objects may be recommended for deaccession for a number of reasons, including, but not limited to, the following:

- The object is deemed to be of poor quality or insignificant in aesthetic quality and to lack value for exhibition or study purposes.
- A better or comparable example is in the collection or may be obtained through whole or partial exchange.
- The object is a duplicate, deemed unnecessary to retain.
- The condition of the object is such that repairs are not feasible or will no longer represent the original work.
- The Town is unable to care adequately for the object because of the object's particular requirements for storage or display, or its continuing need for special treatment.
- The object is a reproduction without intrinsic value as an object itself.
- The authenticity or attribution of the work is determined to be false or fraudulent, or the object lacks sufficient aesthetic merit or historical importance to warrant retention.
- The object is deemed not pertinent to any field that falls within the Town's mission for the collection.
- The Town's possession of the work is not consistent with applicable law (e.g., the work may have been stolen or illegally imported in violation of applicable laws of

the jurisdiction in which the Town is located or the work may be subject to other legal claims).

- A competing ownership claim, whether based on ethical or legal considerations, has been found to have merit after the Town has respectfully and diligently addressed the claim. As appropriate and reasonably practical, the Town should seek to resolve the claim through voluntary discussions directly with a claimant or facilitated by a third party.

Approval Process

The deaccessioning of an acquisition requires the following:

1. Review and recommendation to the Executive Director by the appropriate staff;
2. Recommendation to the Collections Committee by the Executive Director; and
3. Approval by the Collections Committee.

Method of Disposal

Any items in the Town's collection marked for disposal must first be declared surplus under the requirements of Town Code section 1-9-13 and disposed of under the provisions of this code. Objects generally will be disposed of by (i) sale at public auction; but may also be disposed of by (ii) sale through consignment, (iii) whole or partial exchange; (iv) direct sale to a museum or suitable institution, dealer or other buyer; (v) gift to an institution; or (vi) return in the case of a legitimate ownership claim when retention is ruled out on terms that are deemed by the Town Council to be in the best interests of the Town. If there is minimal or no market value, withdrawn objects may be destroyed before witnesses.

Use of Proceeds

Funds derived from the disposal of objects will be placed into fund accounts to be used for historical displays or uses for the Historical Preservation Commission projects.

Section 5 – COLLECTIONS CARE

Collections care and preservation are core responsibilities for the Collections Committee, the Executive Director, and staff. The Town shall provide a safe, stable, and appropriate environment for the collection, both on display and in storage, with effective security and environmental control. The Town will determine the appropriate strategy for preservation storage upon receiving items. Appropriate standards of handling and installation to preserve objects in the collection shall be maintained.

The Town recognizes the importance of carrying out preventative maintenance for the collection, including re-housing, conservation, examination, documentation, research, and treatment in order to achieve the best possible state of preservation.

While the Town intends to provide proper care for all items in the Collection, including Town property and those owned by others on display and in storage, the Town shall not be held liable to any other party or entity for any lapse in this care.

Section 6 – DOCUMENTATION

Records

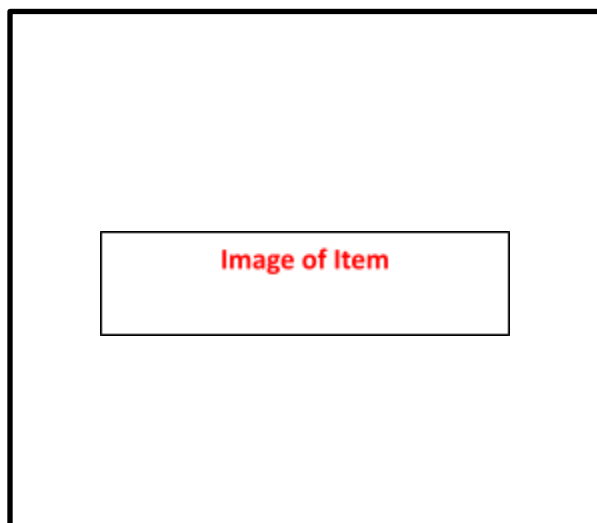
The Town maintains accurate, up-to-date records on the identification, location, condition, and treatment of objects in the collection, including pre-acquisition, accessioned, and deaccessioned objects, as well as correspondence with donors.

All records created or received in the transaction of the Town's proper business are the property of the Town and will follow in accordance with Utah's appropriate record retention procedures.

Gift Affidavit – Town of Springdale

I (We) _____, residing or located at _____, being of sound body and mind, do affirm that:

1. I (We) write this Gift Affidavit as legal evidence of the transfer of a gift to Town of Springdale, 118 Lion Boulevard, Springdale, Utah 84767.
2. I (We) hereby irrevocably and unconditionally convey, donate, give, and deliver to Town of Springdale all rights (including copyrights), title, and interest in and to the item(s) listed below.
3. This Gift includes all as described herein (Include artist, title, date, medium):



4. I (We) affirm that I (we) own said item(s) and have complete right, title, and interest in said item(s) and that the item(s) is/are not subject to any liens, claims, encumbrances, or claimed ownership or interests by any other person or entity.
5. The Gift will be/was transferred on _____, 20____.
6. The Gift is valued at \$_____.

7. The gift is given without any expectation or pursuit of personal benefit, favor, or monetary gain.
8. As the giver of this Gift, I (we) affirm that this is made out of my (our) own free will and without any pressure from anyone else.
9. I (We) am/are aware that any false information and statements in this affidavit are punishable to the fullest extent of the law.
10. This Gift is given to the Town of Springdale for its purposes as it deems appropriate.
11. I (We) assert my/our understanding and affirm my/our acceptance of the conditions so stated and those listed and attached herewith as Exhibit A - Points of Interest from the Town of Springdale Historical Displays Policy.
12. I (We) wish the gift to be identified as:

Gift of:

Name of Donor (please print):

Telephone:

Address:

Further affiant(s) saith not.

DATED this ____ day of _____, 20____.

X: _____

By: _____
(Please Print)

State of Utah)

§

County of _____)

On this _____ day of _____, in the year 20____, before me,
_____ a notary public, personally appeared _____,
proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are)
subscribed to this instrument, and acknowledged (he/she/they) executed the same.
Witness my hand and official seal.

(notary signature)
Commission No. _____
Notary Public, State of _____
Commission Expires: _____

(seal)

Exhibit A - Points of Interest from the Town of Springdale Historical Displays Policy

- **The Town of Springdale (Town) does not appraise item(s) given to the Town.** Donors may have items appraised prior to donation. If the donor(s) wish an authorized agent of the **Town** to sign the appropriate IRS documents regarding the gift (8283 form), a copy of the appraisal documents with values must be filed with the Town.

ACQUISITIONS

- The **Town** may acquire items under the following conditions:
 1. Item(s) that are relevant to and consistent with the mission and activities of the Town.
 2. Item(s) that add quality and are historically significant to the Town.
 3. Item(s) for which the Town can provide proper storage, protection, and preservation.
 4. Items are acquired through gifts, bequests, or transfers.
- The **Town** will not accept items with restrictions or conditions. All title and any applicable copyright for all item(s) becomes the sole property of the **Town of Springdale** and is obtained free and clear for use or future disposition.
- All items obtained for the **Town** are the property of the **Town** and not that of any individual paid or unpaid staff member of the **Town**.
- The **Town** does not guarantee that donated items will be placed on display, to keep donated items together as a unit, or to acknowledge publicly the donor's name with each item used in an exhibit.
- Recommendations on the acquisition of items for the collections will be the responsibility of the **Collections Committee**.
- The **Town** will keep and maintain complete accession records for all items acquired for the collections.

COLLECTIONS

- The collections of the **Town** consist of historically significant items and are owned outright and constitute an important part of the Town. The **Town** maintains:
 1. Collections – includes items that are in good condition, are unique, or well-documented. Collection items are accessioned, cataloged, and deaccessioned (prior to disposal).

DEACCESSIONING AND DISPOSING OF ITEMS FROM THE COLLECTIONS

- Deaccessioning of an item(s) may be considered at any time when items in the collections no longer align with the Town's mission, no longer continue to be relevant and useful to the purposes and activities of the **Town**, can no longer be properly stored, preserved, or it is in the best interest of improving the collection.
- Items will be deaccessioned only upon approval of the Collections Committee.
- All deaccessioning must be done in compliance with the **Town's** policy for disposal of surplus property in section 10-9-13 of the Town Code. Objects generally will be disposed by (i) sale at public auction; but may also be disposed of by (ii) sale through consignment, (iii) whole or partial exchange, or (iv) direct sale to a museum or suitable institution, dealer or other buyer; (v) gift to an institution; or (vi) return in the case of a legitimate ownership claim when retention is ruled out.
- If there is minimal or no market value, withdrawn objects may be destroyed before witnesses.