



GUIDELINES FOR DECORATING THE VIENNA LOVE SIGN

The LOVE sign greets people at the entrance to Northside Park along the W&OD Trail. Non-profit organizations/schools or groups may reserve dates to decorate the LOVE sign for holidays or special occasions. The Town of Vienna Public Art Commission manages the decorating calendar.

Application Procedures

Vienna non-profit organizations and schools wishing to decorate the LOVE sign must complete an application 30 days prior to the date of planned decorating.

Decorating reservations are for any available 2 week to 30 day calendar segment. The segment can be extended depending of the relevancy of the installation.

The organization must commit to the full time for the display.

Application forms must be submitted to the Vienna Public Art Commission. Contact Lu Cousins Lucousins@gmail.com.

Within 10 days after the organization submits the design, the Vienna Public Art Commission (VPAC) will notify the organization whether it approves or disapproves of the design. The Vienna Public Art Commission will notify the organization of any revisions to the design as are necessary to comply with guidelines.

Eligibility Requirements

Decorations/materials that are prohibited include but are not limited to:

- ◆ any wording, pictures or signage
- ◆ depictions of sexuality, violence, nudity or indecency
- ◆ the use of duct tape to hang decorations
- ◆ Signage decorations and materials must be consistent with general standards of decency, good taste, and suitable for public viewing by all age groups. They should not be offensive to any religion, race, creed, gender, color, sexual orientation, ethnicity or nationality.

If the Town or VPAC considers the decorating design in violation of the above, the organization will be asked to immediately remove the work. An appropriate substitution will be permitted.

The organization will provide a description of all materials, processes and products utilized in the decorating and the required care and upkeep involved.

Decorating Rules

All costs incurred in completing the organization's decorating will be the responsibility of the participating group.

All decorations must be removed no later than the day after the reservation expires and the area is to be left clean and ready for installation for the next group. The VPAC will remove and discard any remaining decorations not taken by the deadline, and the group will not be eligible to apply to decorate for two years.

Each organization will be responsible for the decorating. The organization will provide any special materials/tools necessary for decorating the sign.

The organization agrees not to damage or alter the LOVE sign or surrounding area. The decorations shall not interfere with the intended use of the site, pedestrian and other traffic flow, parking, safety devices, and other needs and functions of the site. The organization agrees to return the LOVE sign to its original condition after the conclusion of the reservation.

The organization shall not permit any use of the Town's name or VPAC's name in the misuse of decorations which would reflect discredit on the Town or the Vienna Public Art Commission.

The organization shall bear the risk of loss or damage of decorations.

The organization assumes liability for any damage to the sign or injury to persons or property caused by the decorations or any activity related to the decorations.

If the Town or VPAC reasonably determines that the decorations present an imminent hazard to the public, the Town or VPAC may authorize the removal of the decorations without the prior approval of the organization.



APPLICATION FOR DECORATING THE VIENNA LOVE SIGN

All applicants must sign this agreement holding the Town harmless for liability due to damage, destruction or theft.

EMAIL APPLICATION TO: Lucousins@gmail.com Questions call the Town of Vienna Parks and Recreation Dept. 703-255-7801.

Organization/School Name : _____

Organization/School Contact: _____

Address City/State/Zip: _____

Phone Number: _____ Cell or Landline

Email address: _____

Theme/Title of Decorating submission: _____

Brief description of the decorating design: _____

1st Choice Reservation Request: From _____ To _____

2nd Choice Reservation Request: From _____ To _____

Please list in detail all items and products to be used for decorating: _____

Please describe the decorating process _____

Will the decorations require upkeep? Yes _____ No _____ If yes, please describe _____

WAVIER: I have read all guidelines and information pertaining to participation in the decorating of the Vienna LOVE sign and hereby waive any claim against, and agree to hold harmless the Town of Vienna and the Vienna Public Art Commission, their employees and members, from any and all liability for damages or injury incurred during participation in the decorating of the LOVE sign.

Organization/School Representative:

Vienna Public Art Commission Representative:

Name

Name

Title

Title

Date

Date

Reviewed by VPAC _____

Design Plan submitted? Yes No Date: _____