



Arts & Culture at the Depot

Program Description & General Use Information



Program Description

The City of Boise’s departments of Arts & History and Parks & Recreation have partnered to offer space at the Boise Depot during public hours **FREE of CHARGE** for exhibits and performances of an arts, history, and cultural-related nature.

Public Hours are as follows (closed legal holidays):

	<i>October – April</i>	<i>May-September</i>
Sundays	12Noon-4:00pm	10:00am-6:00pm
Mondays	2:00pm-6:00pm	1:00pm-8:00pm

Suggested Types of Exhibits & Performances

- ★ Visual Arts displays, such as photography, painting, sculpture, textiles, and ceramics
- ★ Performing arts, such as dance, acoustic music, or storytelling
- ★ Cultural programs, such as historical displays or presentations

***Please note:** Staff will base the decision on whether to accept an application based on the logistical appropriateness for the venue, the level of cultural enrichment that the display or program offers, and its suitability for a public audience.

How to apply:

Fill out and submit the **Application & Agreement** form (instructions on how to submit are on the **Application & Agreement** form). This form is available online (link available on boiseartsandhistory.com under “Opportunities”) or you can also contact Amy Fackler (433-5675 or afackler@cityofboise.org) to receive it via standard mail or e-mail. Once the application is received, Arts & History staff will review it and notify you of acceptance within 3 business days.

General Use Information

- ★ Staff from the Department of Parks & Recreation will be on site throughout the public hours. You can begin setting up 15 minutes prior to public hours start time.
- ★ User(s) are completely responsible for all display materials. This includes set-up equipment, such as tables & linens or display racks. (For hanging pictures with wired backing, Arts & History Dept. might be able to provide wire display equipment, depending on availability.)
- ★ Users must independently set up, tear down, and clean up after all display.
- ★ All displays and materials must be free-standing. Tape, tacks, staples, and poster putty are all prohibited.

- ★ The Meeting Station room (east side of the Depot building) may be available for presentations & lectures. A representative from your presenting group must be present in the room at all times while the door to the outside area remains unlocked. (Please coordinate with the on-site Parks & Rec staff person the day of your performance for times you would like to have the door locked.)
- ★ Balloons are prohibited.
- ★ Please bring your own promotional signs to identify your exhibit, presentation, or organization name.
- ★ Power:
 - Twelve, 110-volt outlets are located in the Great Hall.
 - Extension cords must be secured to the floor using a non-residue tape
 - Extension cords cannot run from the Great Hall to the Depot Plaza area.
- ★ Amplified Sound:
 - Use of amplification, including pre-recorded music, must be approved by Arts & History staff.
 - If amplification is approved, please abide by the following guidelines:
 - Amplified sound may not exceed 75 decibels inside the Great Hall.
 - On the Depot Plaza, no person shall operate or aid in the operation of private radios, stereophonic, or sound amplification devices at a greater operating level than 62 decibels measured at a distance of 20 feet from such devices except as authorized by written permit.

Please note: When you submit the ***Application & Agreement*** form, you agree to all of the provisions laid out in this ***Program Use & General Description*** document, as well as agreeing to and accepting the following conditions:

The exhibitor/performer agrees to abide by and conform to all the conditions as follows:

1. User will be completely and independently responsible for all display materials, including set up and tear down of such materials and User's exhibit items.
2. User assumes all risk and full responsibility for all personal property, including display materials, and agrees to hold harmless the City of Boise and its departments and staff for any and all losses incurred, including but limited to, accidental damage, theft, or malicious mischief.
3. User shall indemnify, save, and hold the City harmless from any and all losses, claims, actions or judgments for damages or injury to persons or property and losses and expenses caused or incurred by User, its contractors, servants, agents, employees, guests, and business invitees, and not caused by or arising out of the tortious conduct of City or its employees.
4. User agrees to leave the facility clean and free of debris and returned to its original condition upon completion of the exhibition.