

Criteria and Procedures

(updated January 2014)

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.



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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 D).

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, through the Chief Clerk of the House, and the President of the Senate, through the Secretary of the Senate, as well as by the Office of the Governor in evaluating requests for exhibits.

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.

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, cafeteria, 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 on page 12 of these Criteria and Procedures.

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 A.

- 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.

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:

- 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.
- A recognition of the desire to preserve the historic nature of the Capitol and its surrounding grounds.
- The appropriateness of the proposed location of the object to the building's interior or exterior functional areas.
- The permanence and durability of the object.
- The susceptibility to vandalism and the on-going cost of maintenance.
- 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.

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.

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:

- It requires excessive or unreasonable maintenance;
- It is damaged to an extent that repair is unreasonable or impractical;
- It presents a threat to public safety;
- Significant changes in the use, character or actual design of the site require re-evaluation of the relationship of the art to the site;
- The State wishes to replace the piece with another of greater significance;
- It is not associated with events or persons of historical significance to Colorado;



- 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.
- 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.

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:

- 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.
- 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.
- 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.



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.



Applications for Temporary Displays

Applications for a temporary display of donated or loaned objects of art (Attachment B) 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.

- The association of the display with events or persons significant to the heritage or history of Colorado.
- The extent to which the display embodies the essential natural beauty of the State.
- The extent to which the display embodies the essential industrial lifestyle or other lifestyles of the people who have inhabited the State.
- The display's size or scale is suitable for the Capitol or the surrounding grounds.
- The display meets all fire and building safety code regulations.
- 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.
- The display does not promote a commercial enterprise.
- The display has an obvious public and legal purpose.



- The display will not cause harm to the rose onyx, marble, granite, gold, oak woodwork and brass fixtures and trim of the Capitol.
- 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 display shall be authorized for no more than ninety (90) days.
- 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.
- 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.
- Applicants assume the risk of any damage to a temporary display or any portion of a temporary display.
- 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.
- 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.
- 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.
- 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.



- 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.
- 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.

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, through the Chief Clerk of the House, and the President of the Senate, through the Secretary 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, through the Chief Clerk of the House, and the President of the Senate, through the Secretary of the Senate.

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

- 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.
- The exhibit shall not cause harm to the rose onyx, marble, granite, gold, oak woodwork and brass fixtures and trim of the Capitol.
- No exhibit shall be placed in the interior of the rotunda of the basement, first, second or third floors of the Capitol.
- No exhibit shall provide for the sale of items within the Capitol building or on the Capitol grounds.
- The exhibit shall be on public display for no more than thirty (30) days unless otherwise authorized.
- 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.
- Exhibitors assume the risk of any damage to their display.



- 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.
- The exhibit may not compromise the security of the Capitol.

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 seventeenth day of January, 2014, 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.

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.



Supplement to the Criteria and Procedures

Preface

This document has been created as a supplement to the existing Criteria and Procedures 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, developed by the State Capitol Building Advisory Committee in 1992. This supplement outlines the responsibilities of the committee not related to reviewing and approving the acquisition of new artwork. Specifically, the supplement details the committee's role in the preservation, restoration, and maintenance of the historic character of the building and its surrounding grounds, and the public art collection. The document also lists the committee's rules and procedures, and describes its oversight of various publications and the operation of Mr. Brown's Attic.

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

Overview of Supplement

This supplement is in addition to the Criteria and Procedures 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 (criteria and procedures) first adopted by the committee in 1992. The purpose of this supplement is to establish procedures for the additional tasks of the committee not covered in the criteria and procedures document, to establish committee action requiring a quorum, and to provide a reference to various resources.

Duties of the Capitol Building Advisory Committee

The advisory committee shall review, advise, and make recommendations to the Capital Development Committee (CDC) with respect to plans to restore, redecorate, and reconstruct space within the public and ceremonial areas of the State Capitol buildings group. This includes the State Capitol building and the surrounding grounds bounded by Colfax Avenue on the north, Grant Street on the east, Fourteenth Avenue on the south, and Broadway on the west. The committee also oversees the Legislative Services Building and surrounding grounds.

The committee shall review all planned construction projects affecting the State Capitol building and shall submit a written recommendation about such construction to the CDC.

Additional Duties of the Capitol Building Advisory Committee

In addition to the committee's oversight and advisory role related to the acceptance of new artwork, the Capitol Building Advisory Committee (advisory committee) also provides for the care and maintenance of the building, its historic features, its objects of art, and the Capitol grounds.



It shall be the goal of the advisory committee that the building's features maintain their historic quality and that any proposed changes impacting the historic character of the building are reviewed by the committee. Any proposed restoration, rehabilitation, or reconstruction of the building or grounds shall be reviewed by the committee with the assistance of Capitol Complex staff.

Additionally, all objects of art shall be maintained and preserved. The committee shall act in an advisory capacity to various agencies and offices regarding the preservation of the building's cultural objects. Any proposed restoration, rehabilitation, or reconstruction impacting objects of art will be overseen and administered by the committee with the assistance of Capitol Complex staff.

Definition of Terms

"Annual meeting" is the first meeting of the fiscal year, usually in July.

"Historic features" include the rose onyx, marble, granite, gold, oak woodwork, brass fixtures, and all other structural features that add to the cultural heritage of the building's historic character.

"Lincoln Park" is the area bounded by Colfax Avenue to the north, 14th Avenue to the south, Lincoln Street to the east, and Broadway to the West.

"Parking circle" includes the parking lot surrounding the Capitol building and all the ground between the lot and the building.

Standards for Historic Sites

The Secretary of Interior's Standards for the Treatment of Historic Properties sets national guidelines for the proper care and treatment of historic sites. The standards are overseen by the National Parks Service and were last updated in 1995. The standards are broken down into four specific areas of specialization, which are described below. The definitions are provided as guidance for the committee when making decisions about the proper treatment and care of historic structures and artifacts. For a full description of these standards see Attachment C.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features of a property that convey its historical, cultural, or architectural values. An example of rehabilitation is the conversion of Denver's Union Station to serve as a transit hub and hotel while maintaining its historic character and function as a working train station.

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-related work to make a property functional is appropriate within a restoration project. An example of such work is the planned restoration of the House and Senate chamber skylights by removing the non-historic ceiling.



Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses on the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make a property functional is appropriate within a preservation project. An example of a preservation project is the routine cleaning and maintenance of the stained glass windows in the building to prevent normal wear and tear, while maintaining their historic integrity.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. An example of this is the Governor's Palace in Williamsburg, Virginia, which was destroyed by a fire in 1781 and reconstructed using historic drawings in the 20th century.

It shall be the goal of the advisory committee to meet the standards for the restoration and preservation of the Capitol and its grounds whenever possible.

General Makeup of the Committee

The advisory committee, established pursuant to Section 24-82-108, C.R.S., has 12 members. Four members are appointed by the Governor, three are appointed by the President of the Senate, three are appointed by the Speaker of the House of Representatives, and two members serve *ex officio*. Of the members appointed by the Governor, one must be an architect knowledgeable about the historic and architectural integrity of the Capitol. The *ex officio* members are the president of History Colorado or the president's designee, and the Executive Director of the Department of Personnel and Administration or the executive director's designee. Appointed members serve a term of two years, while *ex officio* members serve as long as their office is held. The terms of members appointed by the President of the Senate and the Speaker of the House of Representatives expire in January, while the terms of members appointed by the Governor expire in July, resulting in staggered terms.

Staff assistance is provided by the Legislative Council Staff.

Committee Action

The advisory committee considers a broad range of topics concerning the building, its historic features, its objects of art, and the Capitol grounds. Not all of the items of consideration require a vote of the committee. The following list outlines the various ways in which the advisory committee may take action.

Committee Action

A quorum must be present for the committee to take action on any areas of oversight specified in statute. All changes to the committee's rules and procedures, including any documents adopted by the committee to guide its operations, must be approved by a majority vote of a quorum. Any decisions pursuant to the advisory committee duties outlined in statute, or that result in a recommendation to the CDC, require a majority vote of a quorum. A quorum is a majority representation of a committee. Specifically for the advisory committee, which has 12 members, 7 members are required to constitute a quorum.



Committee Consensus

Committee consensus is when all members present discuss an issue and agree on an appropriate course of action. The committee may opt to take a vote to indicate consensus. Committee consensus may be used for items under the committee's oversight not specified in statute.

Advisory Role

The committee may advise legislative and executive agencies regarding construction, maintenance, restoration, reconstruction, rehabilitation, and preservation projects affecting the building, its historic features, its objects of art, and the Capitol grounds. Furthermore, an agency or office can seek advice from the committee regarding projects that will be conducted in areas of the building not under the direct purview of the committee. In this capacity, the committee can play an advisory role. The committee may make recommendations during a committee meeting or through correspondence with its staff.

Discretion of the Chair

The chair has the discretion to make decisions about committee business that does not require committee action or committee consensus. The chair may make these decisions without input from the committee.

Subcommittees

The advisory committee may establish a subcommittee to examine areas of interest in greater detail. Subcommittees are tasked with presenting their recommendations for consideration by the advisory committee.

The chair appoints the members of a subcommittee. This may include members of the advisory committee, the public, or committee staff. The chair is also responsible for appointing a subcommittee chair, who is in turn responsible for setting the schedule and reporting back to the advisory committee.

| Subcommittee Rules | | |
|--|---|--------------------------------|
| Creation of a subcommittee | The committee may approve the creation of a subcommittee to provide recommendations on particular topics of interest. | Committee Consensus |
| Appointment of subcommittee members | The advisory committee chair may appoint members of the advisory committee, the public, or committee staff to the subcommittee. The chair will also appoint a subcommittee chair. | Discretion of Chair |
| Approval of subcommittee recommendations | Any recommendation presented by a subcommittee requires advisory Committee Consensus prior to adoption. | Depends on type of agenda item |



Committee Rules and Procedures

Rules and Requirements

Changes to the committee rules and requirements require a majority vote of a quorum. The committee may, as needed, amend its rules and procedures at its annual meeting. The committee shall vote annually to determine its rules of order and may elect to follow House, Senate, or other similar rules.

| Committee Rules and Requirements | | |
|---|--|------------------|
| Adoption of criteria and procedures | Amendments to the criteria and procedures must be approved by a majority vote of a quorum of the committee and referred to the CDC for consideration. | Committee Action |
| Adoption of supplemental provisions | Supplemental provisions for criteria and procedures must be adopted by a majority vote of a quorum of the committee and referred to the CDC for consideration. | Committee Action |
| Amendments to supplemental provisions for criteria and procedures | Amendments to the supplemental provisions for criteria and procedures requires a majority vote of a quorum. | Committee Action |

Committee Schedule

The meeting schedule is set at the discretion of the chair. The advisory committee may adopt a schedule for the upcoming fiscal year at its annual meeting through an affirmative vote of a majority vote of a quorum. State law requires that the advisory committee meet at least three times a year.¹ Special meetings can be called and changes to the schedule not originally adopted by the committee may be made at the discretion of the chair.

| Committee Rules and Requirements | | |
|----------------------------------|---|--|
| Meeting schedule | The schedule will be determined at the discretion of the chair. Additional meetings may be convened, or changes to the date and time of scheduled meetings may be made, at the discretion of the chair. | Discretion of Chair/ Committee Action |

Committee Oversight of Public Areas

The committee oversees three types of spaces in the Capitol building as outlined in statute, including: (1) public space such as hallways, building entrances, and rotundas; (2) tertiary space, defined as the transitional space between public and private areas, including all lobbies and antechambers; and, (3) exterior space, including the building, grounds, the parking circle and Lincoln Park. For more information regarding the definition of public areas in the Capitol, see Attachment F, which is a map illustrating the public, tertiary, and private spaces in the building.

¹Section 24-82-108 (2)(c), C.R.S.



Public Spaces

Public space, as defined in state law, shall include but not be limited to the corridors, rotundas, lobbies, cafeteria, entrance ways, stairways, restrooms, porticos, steps, and elevators.²

| Oversight of interior public spaces | | |
|-------------------------------------|---|--|
| Public space as defined in statute | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |
| Mr. Brown's Attic | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. All design and exhibit changes require a majority vote of a quorum. | Committee Consensus/ Advisory Role/ Committee Action |
| Grand staircase | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |
| Cafeteria | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation, management, signage, and displays. | Committee Consensus/ Advisory Role |
| Public restrooms | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |

Tertiary Space

All space that is not clearly defined as a public or private space will be defined, for purposes of this document, as tertiary space. Tertiary space is the overlapping space between the public and private areas, including, but not limited to, lobbies and antechambers.

| Committee Oversight of Tertiary Space | | |
|---------------------------------------|---|---------------|
| Office corridors | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| Senate Antechamber | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| House Antechamber | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| Senate Committee Rooms lobby | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| Senate Committee Rooms | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |

²Section 24-82-108 (3)(a), C.R.S.



| Committee Oversight of Tertiary Space | | |
|--|---|---------------|
| Senate Chamber | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| House Committee Rooms lobby | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| House Committee Rooms | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| House Chamber | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |
| Old Supreme Court Chamber | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Advisory Role |

Exterior Space

Exterior space of the State Capitol buildings group includes the exterior façade of the Capitol building and Legislative Services Building (LSB), the surrounding landscaping, the parking circle, and Lincoln Park. Oversight of this space is under the jurisdiction of the legislative and executive branches. Memorials and monuments are the exception because they constitute part of the public art collection and are the responsibility of the advisory committee.

| Committee Oversight of Exterior Space | | |
|---|--|--|
| Preservation of exterior | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |
| Preservation of dome | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |
| Interior landscaping (within the parking circle) | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |
| Parking circle | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. All recommendations to change the current use of the parking circle require a majority vote of a quorum and must be submitted to CDC for further review. | Committee Action/ Advisory Role/ Committee Consensus |
| Capitol landscape (area between Grant and Broadway and 14th and Colfax) | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |
| Lincoln Park | The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. | Committee Consensus/ Advisory Role |



Committee Oversight for Care of Public Art

Artwork

Artwork in the building includes all paintings, sculptures, visual media, photographs, textiles, and other mediums of varying materials. The committee has oversight over locating and preserving artwork in public areas of the Capitol building and on the grounds. The committee shall have an advisory role concerning the care and preservation of artwork in tertiary areas. A majority vote of a quorum is required for the acceptance of new artwork, as specified in criteria and procedures.

| Artwork | | |
|---|--|---------------------|
| Preservation and restoration | The preservation and restoration of donated artwork is be under the supervision of the committee, as stated in section V of the adopted criteria and procedures, which concerns evaluation criteria for donated artwork. Preservation of art in the existing collection is undertaken with the approval of the committee after consultation with knowledgeable advisors. | Committee Consensus |
| Location | The location of artwork in public spaces in the building, and changes thereto, can be decided with committee consensus, so long as changes comply with page 14 of the supplemental provisions. | Committee Consensus |
| Accompanying material | The design, approval, and placement of labels, documents, plaques, or other informational material accompanying the public artwork collection is subject to committee consensus. | Committee Consensus |
| Acceptance of permanent gift or loan of artwork | The acceptance of the permanent gift or loan of artwork is subject to committee action. | Committee Action |

Memorials

The Capitol memorials are commemorative monuments that recognize 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. The committee has oversight of the location and preservation of memorials on the Capitol grounds.

| Memorials | | |
|------------------------------|--|---------------------|
| Preservation and restoration | The preservation and restoration of donated artwork is be under the supervision of the committee, as stated in section V of the adopted criteria and procedures, which concerns evaluation criteria for donated artwork. Preservation of art in the existing collection is undertaken with the approval of the committee after consultation with knowledgeable advisors. | Committee Consensus |
| Location | The location of artwork in public spaces in the building, and changes thereto, can be decided with Committee Consensus, so long as changes comply with page 14 of the supplemental provisions. | Committee Consensus |



| Memorials | | |
|--|--|---------------------|
| Accompanying material | The design, approval, and placement of labels, documents, plaques, or other informational material accompanying the public artwork collection is subject to Committee Consensus. | Committee Consensus |
| Acceptance of permanent gift or loan of a memorial | The acceptance of the permanent gift or loan of a memorial is subject to committee action. | Committee Action |

Plaques

Plaques are used for the commemoration of events, places, people, or nearby attractions. The committee oversees the placement and preservation of plaques in the Capitol building and on the grounds.

| Plaques | | |
|--|--|---------------------|
| Preservation and restoration | The preservation and restoration of donated artwork is be under the supervision of the committee, as stated in section V of the adopted criteria and procedures, which concerns evaluation criteria for donated artwork. Preservation of art in the existing collection is undertaken with the approval of the committee after consultation with knowledgeable advisors. | Committee Consensus |
| Location | The location of artwork in public spaces in the building, and changes thereto, can be decided with committee consensus, so long as changes comply with page 14 of the supplemental provisions. | Committee Consensus |
| Accompanying material | The design, approval, and placement of labels, documents, plaques, or other informational material accompanying the public artwork collection is subject to committee consensus. | Committee Consensus |
| Acceptance of permanent gift or loan of a plaque | The acceptance of the permanent gift or loan of a plaque is subject to committee action. | Committee Action |

Location Themes

Donated objects of art accepted for permanent display in Capitol public spaces shall be displayed according to common themes based on location. The advisory committee has previously approved the location themes for artwork placed in the building or on the grounds. A majority vote of a quorum is required to change the approved location themes.

| Location Themes | |
|-------------------------------|---|
| Theme | Location |
| Capitol memorabilia | Mr. Brown's Attic, third floor tour desk display case |
| Colorado schools and children | Basement |
| Governors, Lt. Governors | First floor, west wing (and east wing, as needed) |



| Location Themes | |
|--|-------------------------|
| Theme | Location |
| State emblems, state symbols, state significance | First floor, east wing |
| State military | First floor, south wing |
| General Assembly | Second floor |
| Presidents ³ , Congress, national significance | Third floor |
| Rotunda niches are 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 is reserved for display of public announcements and building directories. | |
| Awards, plaques, and certificates must 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. | |

Capitol Ground Zones

Objects of art, memorials, gardens, and plaques accepted for permanent display on the Capitol grounds shall be displayed according to the following zone functions and requirements.

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.

³Due to the Capitol Dome restoration project, the Hall of Presidents has been temporarily relocated to the first floor, east wing. It will be returned to the third floor upon completion of the project.



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; and
- 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 plaque design before it is submitted to the manufacturer and also proofs that are produced prior to actual manufacture of the plaque.

Historical Features

Architectural Features

The committee shall have oversight of all architectural features including the rose onyx, marble, granite, gold, oak woodwork, brass fixtures, and all other elements of historical value in the building. By law, the advisory committee shall review all planned construction projects affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures of the State Capitol building, and shall submit a written report to the CDC containing the advisory committee's findings.⁴

| Architectural Features | | |
|------------------------|---|------------------|
| Rose onyx | The committee shall have oversight of the preservation, maintenance, assessment, and general care of the rose onyx. | Committee Action |
| Marble | The committee shall have oversight of the preservation, maintenance, assessment, and general care of the marble. | Committee Action |
| Granite | The committee shall have oversight of the preservation, maintenance, assessment, and general care of the granite. | Committee Action |

⁴Section 24-82-108 (3)(a)(b), C.R.S.



| Architectural Features | | |
|-------------------------------|--|------------------|
| Gold | The committee shall have oversight of the preservation, maintenance, assessment, and general care of the gold. | Committee Action |
| Oak woodwork | The committee shall have oversight of the preservation, maintenance, assessment, and general care of the oak woodwork. | Committee Action |
| Brass fixtures | The committee shall have oversight of the preservation, maintenance, assessment, and general care of the brass fixtures. | Committee Action |

Furniture

Furniture is under the management of state agencies and is not subject to the direct supervision of the advisory committee, except in the circumstances listed in the table below. The committee shall ensure that all furniture original to the building remains in the Capitol building.

The committee is required to create an inventory of furniture original to the building and determine which damaged pieces shall be restored or renovated. The advisory committee may develop a plan to remove furniture from the inventory through a process called deaccessionizing.

| Furniture | | |
|------------------------------|--|---------------------|
| Preservation and restoration | The preservation and restoration of the furniture is under the supervision of the committee with the consultation of knowledgeable advisors. | Committee Consensus |
| Storage and disposal | Decisions about the storage or disposal of unassigned furniture in the collection are subject to committee consensus. | Committee Consensus |

Building Operation Oversight

The committee has partial oversight over, and makes advisory recommendations about, the general operations of the Capitol building, including security, accessibility, and technology as it relates to the overall character and appearance of the building. The committee and its staff are required to work with Capitol Complex staff to see that its recommendations are instituted.

| Building Oversight | | |
|---------------------------|--|---------------------|
| Accessibility | The committee has oversight of accessibility to the Capitol and its grounds related to artwork, memorials, and other objects of interest. | Committee Consensus |
| Lighting | The committee has oversight of lighting in the state Capitol buildings group as it pertains to the display and presentation of artwork. | Committee Consensus |
| Technology | The committee has oversight of technological changes to the Capitol building that affect the historic character, presentation of information, and artwork. | Committee Consensus |



| Building Oversight | | |
|---------------------------|---|--|
| Security | The committee is required to comment on the appearance and location of security in the building. Furthermore, the committee shall oversee the security of the historical artifacts and artwork in the building. | Committee Consensus/ Advisory to State Patrol |
| Signs | The committee has oversight of the design and display of signs in public areas. | Committee Consensus |

Visitor Services

The committee is required to oversee the operation and management of the Capitol building's visitor services publications. In addition, the advisory committee has oversight of Mr. Brown's Attic and the gift shop. The committee is required to work to make the building, its artwork, and its historic features accessible to the general public through a variety of means.

| Visitor Services | | |
|-----------------------------------|--|---|
| Mr. Brown's Attic | The committee has oversight of Mr. Brown's Attic and all changes thereto. Additionally, the committee is required to oversee the operating and maintenance fund used for improvements to the attic. A majority vote of a quorum is required for any additions or changes to exhibits, designs, and space usage in Mr. Brown's Attic. | Committee Consensus/ Committee Action |
| Tour desk | The committee may advise and make recommendations concerning the relocation of the tour desk. | Committee Consensus/ Advisory Role |
| Gift shop | The committee has oversight of the gift shop sales, including approving the addition of new sale items, and direct control over the Gold Fund. The chair may approve the reorder of items for the gift shop. | Committee Consensus/ Discretion of the Chair |
| Special events | The committee may advise and coordinate with legislative and executive agencies regarding special events in public areas of the Capitol building. | Advisory Role |
| Brochures/informational documents | The committee has oversight of visitor services' informational materials. The reorder and redesign of the symbols and emblems brochure requires committee consensus. | Committee Consensus |
| State symbols | The committee has oversight of the design and display of artwork for the state symbols and emblems displayed in the building. | Committee Consensus |

Gold Fund

The Gold Fund is the sole source of revenue for the advisory committee and is generated through sales at the gift shop. Use of these funds is at the discretion of the committee. All new funding expenditures over a specified amount require a majority vote of a quorum, while the re-authorization of existing funds is at the discretion of the chair.



| Gold Fund | | |
|--|--|---------------------------------------|
| Gift shop | The committee shall review, advise, and make recommendations concerning gift shop sale items. | Committee Consensus/ Advisory Role |
| New funding expenditures over \$1,000 | All new funding expenditures over \$1,000 from the Gold Fund must be approved by a majority vote of a quorum. | Committee Action |
| New funding expenditures less than \$1,000 | All new funding expenditures under \$1,000 from the Gold Fund must be approved through committee consensus. | Committee Consensus |
| Re-authorization of funding | Re-authorization of previously approved expenditures from the Gold Fund, including, but not limited to, the purchase of materials for the tour desk, may be made at the discretion of the chair. | Discretion of Chair |

Maintenance

Maintenance is inspection or corrective action taken in order to minimize potential deterioration of objects under the oversight of the committee, while recognizing that objects are subject to gradual inherent deterioration for which the advisory committee is not responsible.

The committee is required to act in an advisory capacity regarding the maintenance of artwork, memorials, historic features, and structures of the Capitol building and surrounding grounds, including Lincoln Park.

| Maintenance | | |
|--|---|---------------|
| Daily cleaning of building interior | The committee may adopt guidelines for the cleaning of artwork, rose onyx, marble, granite, gold, oak woodwork, brass fixtures, and other historical features in order to provide guidance to the Capitol Complex cleaning staff. | Advisory Role |
| Routine maintenance of grounds | The committee may adopt guidelines for the cleaning and maintenance of the lawns, gardens, memorials, sculptures, trees, and other featured objects. | Advisory Role |
| Routine maintenance of interior features | The committee may provide advice about the ongoing maintenance of the building's interior features. | Advisory Role |
| Routine maintenance of exterior | The committee may provide advice about the ongoing maintenance of the building's exterior features. | Advisory Role |



ATTACHMENT A
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.

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 B
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



Attachment C

Table 1
Secretary of the Interior's Standards for the Treatment of Historic Properties

| Topic | Rehabilitation | Restoration | Preservation | Reconstruction |
|-----------|---|---|---|---|
| Use | A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships. | A property will be used as it was historically or be given a new use which reflects the property's restoration period. | A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken. | Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property. |
| Character | The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided. | Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken. | The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided. | Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken. |
| Record | Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken. | Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and property documented for future research. | Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research. | Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships. |



**Table 1 (Cont.)
Secretary of the Interior's Standards for the Treatment of Historic Properties**

| Topic | Rehabilitation | Restoration | Preservation | Reconstruction |
|---------------|--|---|---|---|
| Changes | Changes to a property that have acquired historic significance in their own right will be retained and preserved. | Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal. | Changes to a property that have acquired historic significance in their own right will be retained and preserved. | Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture. |
| Features | Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved. | Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved. | Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved. | A reconstruction will be clearly identified as a contemporary re-creation. |
| Worn Features | Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence. | Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. | The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture. | Designs that were never executed historically will not be constructed. |
| Treatment | Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used. | Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically. | Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used. | |



**Table 1 (Cont.)
Secretary of the Interior's Standards for the Treatment of Historic Properties**

| Topic | Rehabilitation | Restoration | Preservation | Reconstruction |
|------------|---|---|--|----------------|
| Archeology | Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken. | Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used. | Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken. | |
| Additions | New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment. | Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken. | | |
| Designs | New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. | Designs that were never executed historically will not be constructed. | | |

Sources: Diane Thompson, California Department of Parks and Recreation, Office of Historic Preservation and Kay D. Weeks and Anne E. Grimmer, *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings*, U.S. Department of the Interior National Park Service, 1995.



Attachment D
Statutory Provisions Concerning the State Capitol Building Advisory Committee

C.R.S. 24-82-108

COLORADO REVISED STATUTES

*** This document reflects changes current through all laws passed at the First Regular Session of the Sixty-Ninth General Assembly of the State of Colorado (2013) ***

TITLE 24. GOVERNMENT - STATE
STATE PROPERTY
ARTICLE 82.STATE PROPERTY
PART 1. CAPITOL BUILDINGS - ACQUISITION OF PROPERTY

C.R.S. 24-82-108 (2013)

24-82-108. State capitol building advisory committee - creation - repeal

(1) It is the intent of the general assembly to ensure that the historic character and architectural integrity of the capitol building and grounds be preserved and promoted. Because the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures and trim are deemed to be historic, it is the intent of the general assembly to provide for special procedures to be followed in any project affecting such items. In order to ensure that structural changes and innovations do not injure or dramatically change the state capitol building or the historic items contained within the building or other areas set forth in paragraph (a) of subsection (3) of this section, there is hereby created the state capitol building advisory committee, which shall review plans to restore, redecorate, or reconstruct space within the state capitol building and make recommendations to the capital development committee based on such plans.

(2) (a) (I) The state capitol building advisory committee shall be composed of the following twelve members: Three members appointed by the speaker of the house of representatives, at least one of whom shall be a member of the house of representatives who has served at least one year in the house of representatives; three members appointed by the president of the senate, at least one of whom shall be a member of the senate who has served at least one year in the senate; three members appointed by the governor; an architect, appointed by the governor, who is a person knowledgeable about the historic and architectural integrity of the state capitol building; and the following ex officio members: The president of the state historical society or a designee of the president; and the executive director of the department of personnel or a designee of the executive director. Of the members scheduled to be appointed by the speaker of the house of representatives on July 1, 2001, one shall serve a term of one year and two shall serve terms of two years. Except as provided in subparagraph (II) of this paragraph (a), all members appointed by the speaker of the house of representatives thereafter shall serve two-year terms. Of the members scheduled to be appointed by the president of the senate on July 1, 2001, one shall serve a term of one year and two shall serve terms of two years. Except as provided in subparagraph (II) of this paragraph (a), all members appointed by the president of the senate thereafter shall serve two-year terms. Of the members scheduled to be appointed by the governor on July 1, 2000, one member shall serve a term of one year, one member shall serve a term of two years, and two members shall serve terms of three years. All members appointed by the governor thereafter shall serve two-year terms.

(II) The terms of the members appointed by the speaker of the house of representatives and the president of the senate and who are serving on March 22, 2007, shall be extended to and expire on or shall terminate on the convening date of the first regular session of the sixty-seventh general assembly. As soon as practicable after such convening date, the speaker and the president shall appoint or reappoint members in the same manner as provided in subparagraph (I) of this paragraph (a). Thereafter, the terms of members appointed or reappointed by the speaker and the president shall expire on the convening date of the first regular session of each general assembly,



and all subsequent appointments and reappointments by the speaker and the president shall be made as soon as practicable after such convening date. The person making the original appointment or reappointment shall fill any vacancy by appointment for the remainder of an unexpired term. Members appointed or reappointed by the president and the speaker shall serve at the pleasure of the appointing authority and shall continue in office until the member's successor is appointed.

(b) Ex officio members of the advisory committee shall serve as long as their office is held.

(c) The advisory committee shall meet at the state capitol no less than three times per year at the call of the chairman. One meeting shall be designated as the annual meeting.

(d) At the annual meeting, the advisory committee members shall elect a chairman from among its members to serve as chairman for one year of such member's term.

(e) All members of the committee shall be volunteers and shall serve without per diem; except that members of the committee shall be reimbursed for necessary and actual expenses incurred in the performance of their duties.

(3) The advisory committee shall have the following duties:

(a) The advisory committee shall review, advise, and make recommendations to the capital development committee with respect to plans to restore, redecorate, and reconstruct space within the public and ceremonial areas of the state capitol buildings group, the legislative services building and the surrounding grounds of such building, and the surrounding grounds of the state 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. This shall include but not be limited to the corridors, rotundas, lobbies, entrance ways, stairways, restrooms, porticos, steps, and elevators. The committee shall not have responsibility for reviewing, advising, or making recommendations concerning the outer office of the executive suite and the areas used for office space, legislative chambers, and legislative committee meeting rooms, except as to structural modifications affecting the rose onyx, marble, granite, gold, oak woodwork, or brass fixtures and trim as provided for in paragraph (b) of this subsection (3).

(b) The advisory committee shall review all planned construction projects affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures and trim of the state capitol building, and shall submit a written report to the capital development committee containing the advisory committee's findings. No such project affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures and trim shall be made without review by said advisory committee and the consent of the capital development committee. No alteration to the above listed items shall be permitted in any area of the state capitol building until such project is reviewed by the advisory committee and approved by the capital development committee. Notwithstanding the provisions of this paragraph (b), the department of personnel shall have the authority to perform emergency repairs where the safety of persons or the well-being of the building would be jeopardized by delay. Such emergency repairs shall be undertaken in a manner to prevent or minimize any damage to the rose onyx, marble, granite, gold, oak woodwork, or brass fixtures and trim of the state capitol building.

(b.5) Repealed.

(c) The advisory committee, in cooperation with the department of personnel and with the approval of the capital development committee, may engage in long-range planning for modifications and improvements to the state capitol building and its surrounding grounds.

(d) The advisory committee shall identify all furniture original to the state capitol building and create an inventory of such furniture. Any costs associated with identifying and inventorying furniture original to the state capitol building shall be paid with moneys raised through private sources and



shall not be paid from the general fund. The department of personnel is hereby granted the authority to collect and use such moneys raised by private sources for the purpose of identifying and inventorying all furniture original to the state capitol building. The possession of all furniture original to the state capitol building shall be retained by the department of administration and shall be made available for use in the state capitol building. The furniture original to the state capitol building shall remain in the state capitol building at all times.

(e) The advisory committee shall determine which damaged pieces of furniture original to the state capitol building should be restored or renovated and shall make recommendations to the capital development committee regarding such furniture.

(f) (I) For the purpose of promoting historic interest in the state capitol building and for producing moneys to enhance preservation of original and historic elements of the state capitol building, the advisory committee shall formulate a plan for publishing publications on the history of the state capitol building and for developing other state capitol building memorabilia for sale to the public. This plan shall be presented to the capital development committee no later than October 1, 1991. All moneys received from the sale of such items shall be credited to a special account within the public buildings trust fund established by section 8 of the "Enabling Act of Colorado", which account is hereby established.

(II) The committee is authorized to accept gifts, grants, or donations of any kind from any private or public source to carry out the purposes of this paragraph (f). All such gifts, grants, or donations shall be transmitted to the state treasurer who shall credit the same to the special account created by this paragraph (f) within the public buildings trust fund.

(III) Moneys in the special account are hereby continuously appropriated to the advisory committee for republishing and reissuing publications on the history of the state capitol building and other state capitol building memorabilia, for restoring, repairing, and enhancing the state capitol building, the legislative services building, and the grounds of said buildings, and for such other purposes as are necessary or incidental to accomplish the purposes of this paragraph (f).

(g) The advisory committee shall evaluate proposals for uses of the state capitol driveways in addition to those authorized in section 24-82-104. The advisory committee shall evaluate any proposals which are received from the general assembly, the governor, or the city and county of Denver. Such evaluation shall consider any potential threat to the safety of individuals who are in or around the state capitol building, any potential interference with the operations of the executive department which are posed by any proposed additional use, and the relevant provisions of any current master plan for the state capitol building and surrounding area. Notwithstanding the provisions of section 24-82-104 (2), if the advisory committee determines the proposed use to be reasonable, the proposal shall be directed to the capital development committee and the governor for approval. No additional use of the state capitol driveways shall be effective without the approval of the capital development committee and the governor.

(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.

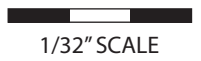
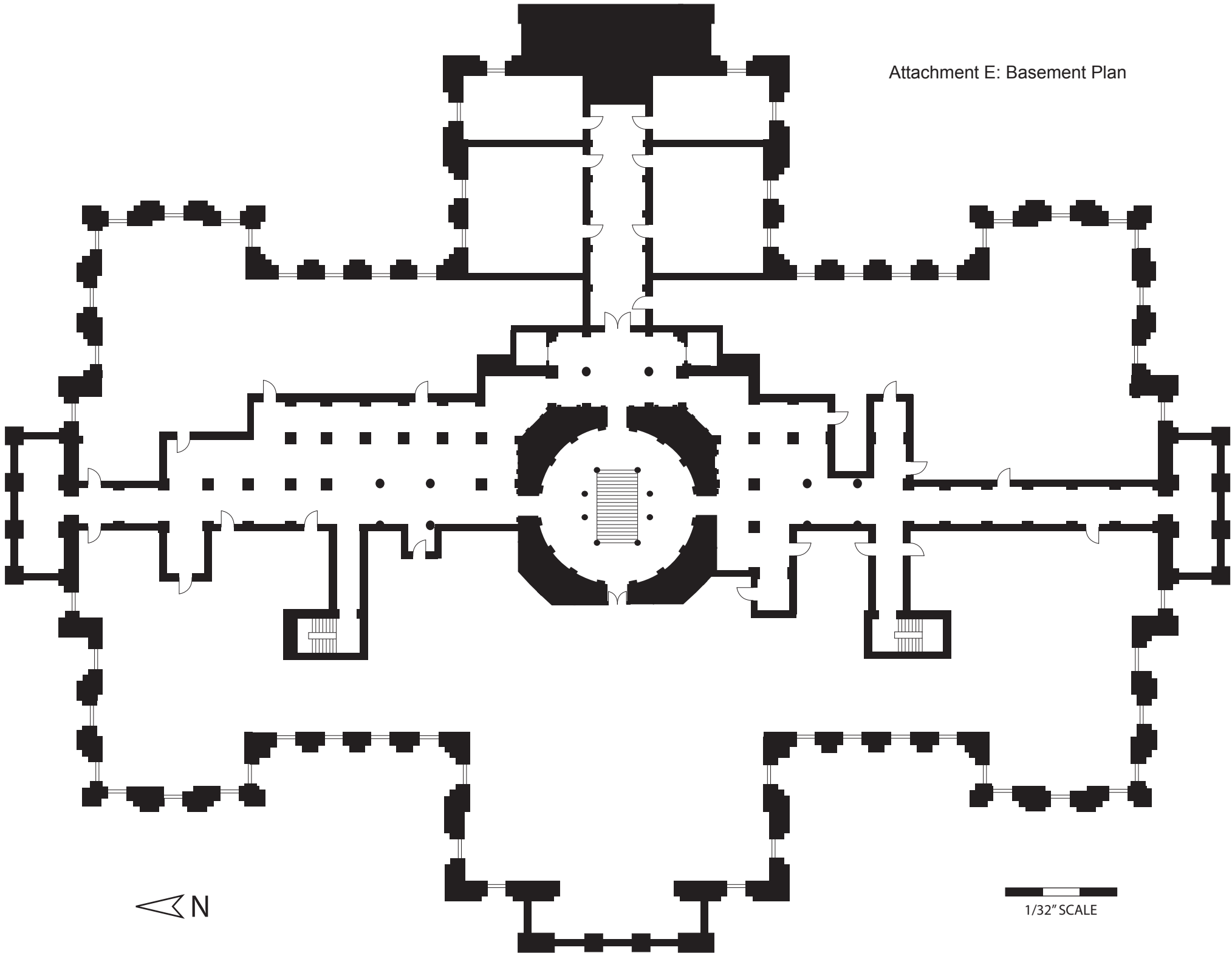
(III) The advisory committee is authorized to direct the removal of any objects of art or memorials that are placed in the state capitol building or on its surrounding grounds that have not been submitted to the advisory committee for evaluation and approval pursuant to the criteria and procedure developed by the advisory committee pursuant to subparagraph (I) of this paragraph (h). This subparagraph (III) shall not apply to objects of art or memorials placed prior to the formation of the advisory committee.

(4) The advisory committee may call upon the staff of the legislative council and the department of personnel to provide any necessary assistance in carrying out the committee's duties. Proposed plans to restore, redecorate, or reconstruct the building, or make alterations affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures or trim in the building shall be submitted in writing to the staff of the legislative council and the department of personnel at least thirty days before such work is scheduled to begin.

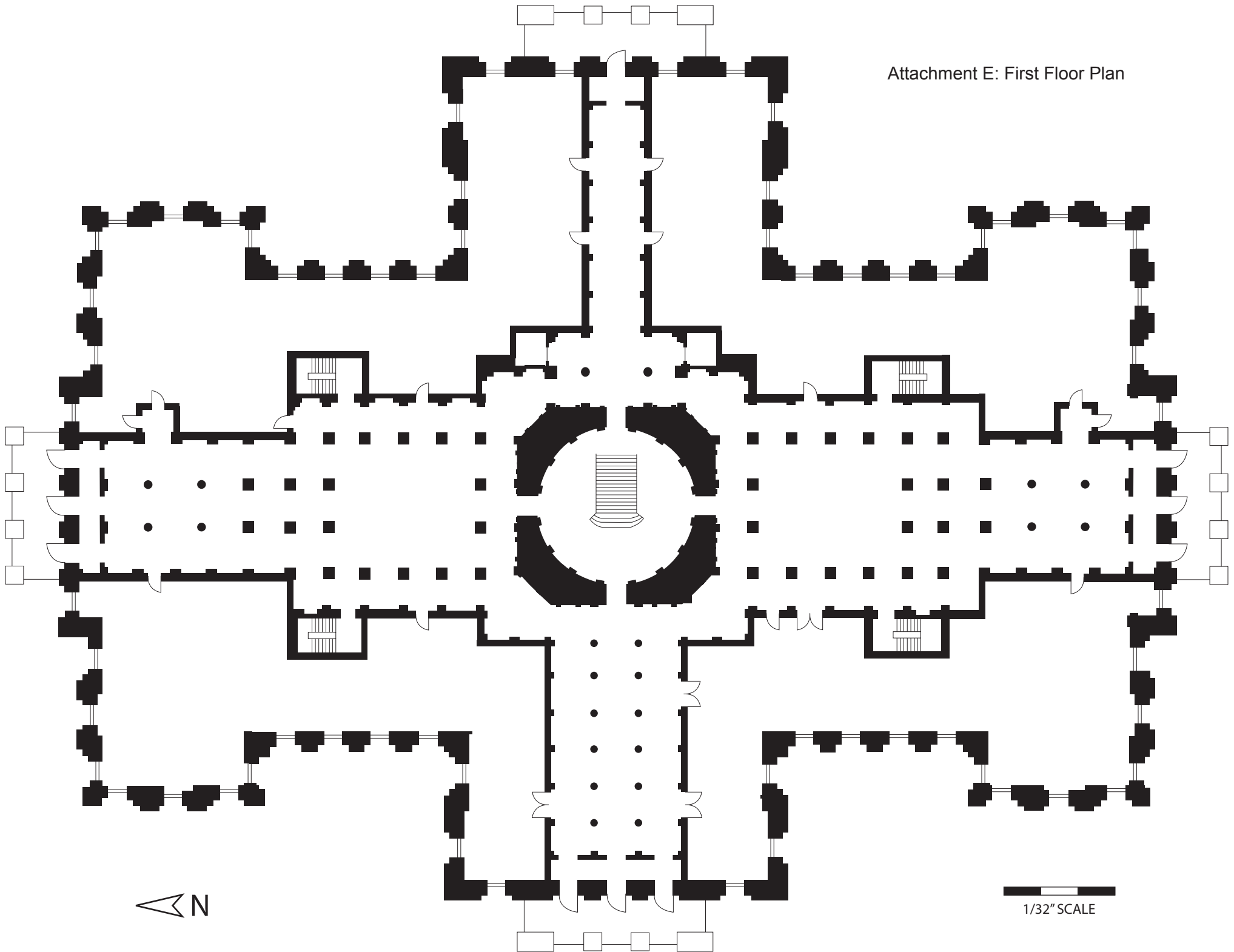
(5) Repealed.



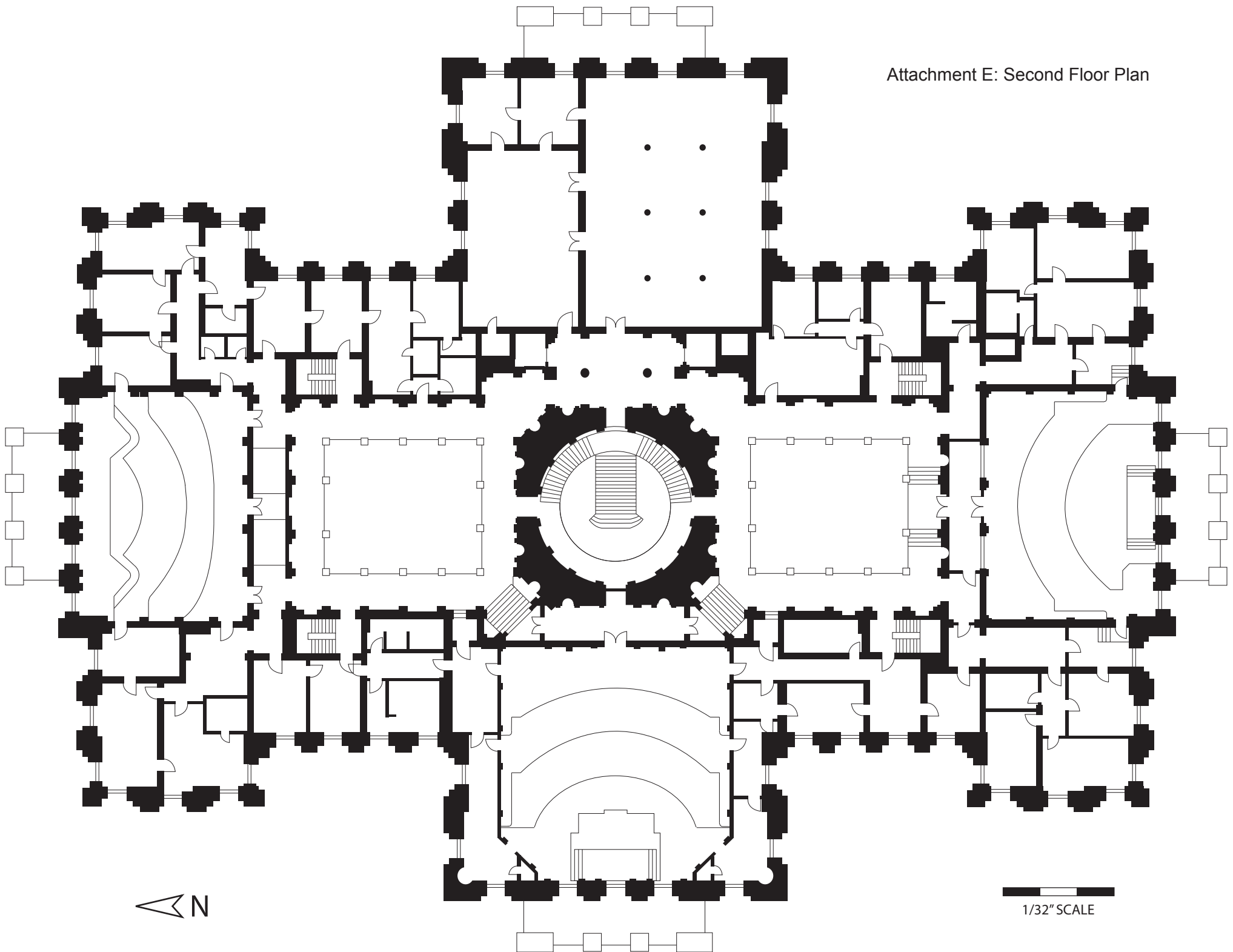
Attachment E: Basement Plan



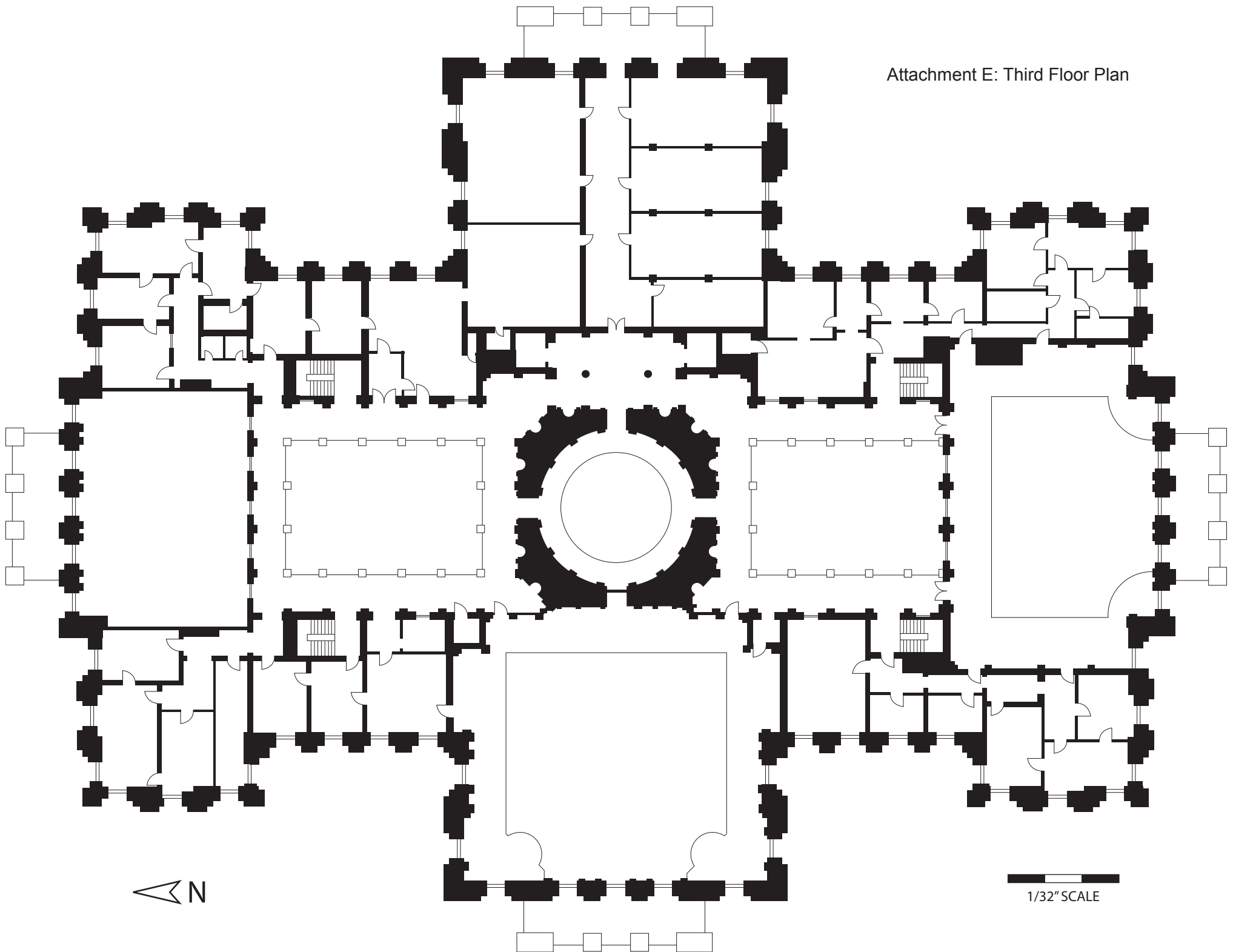
Attachment E: First Floor Plan



Attachment E: Second Floor Plan

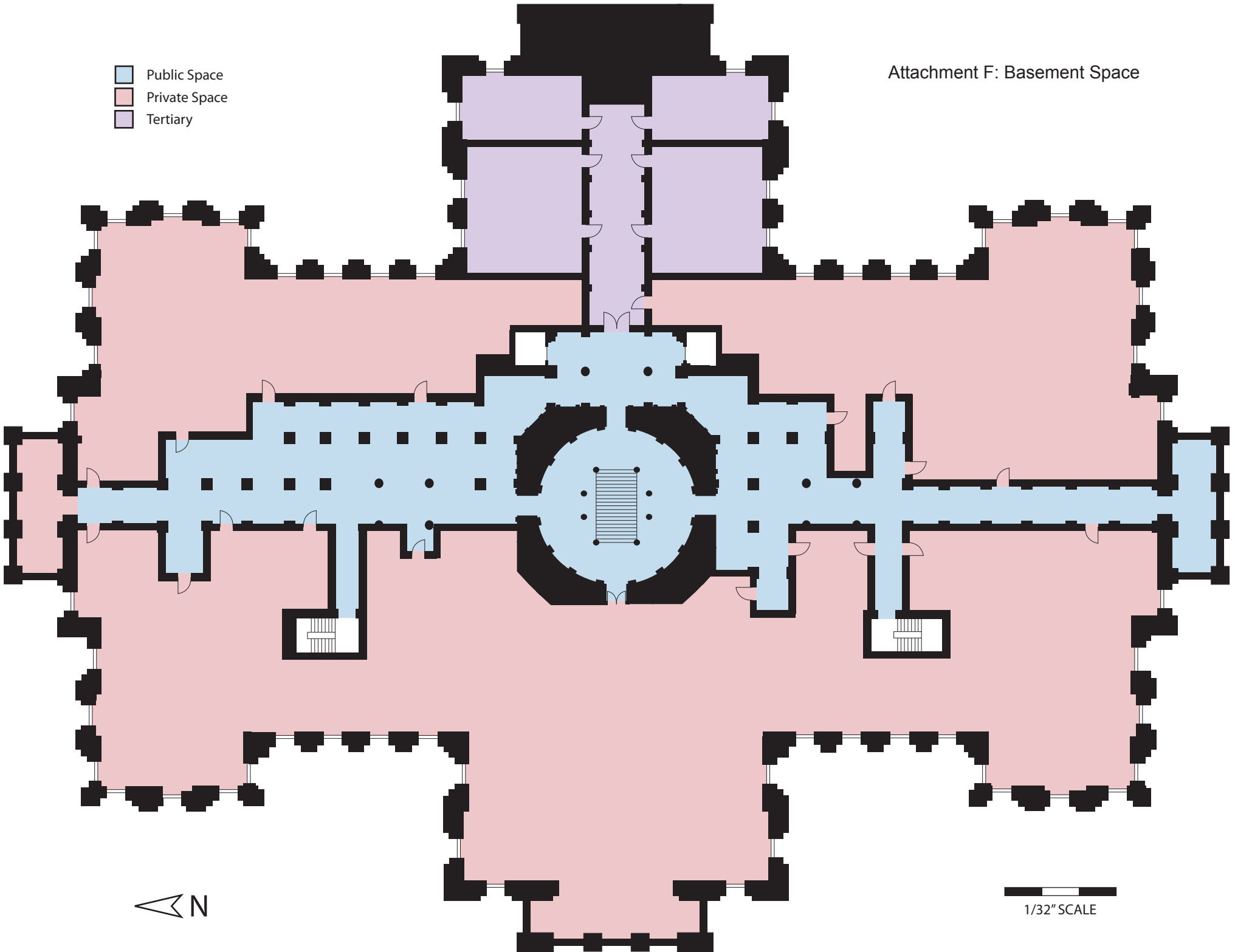


Attachment E: Third Floor Plan



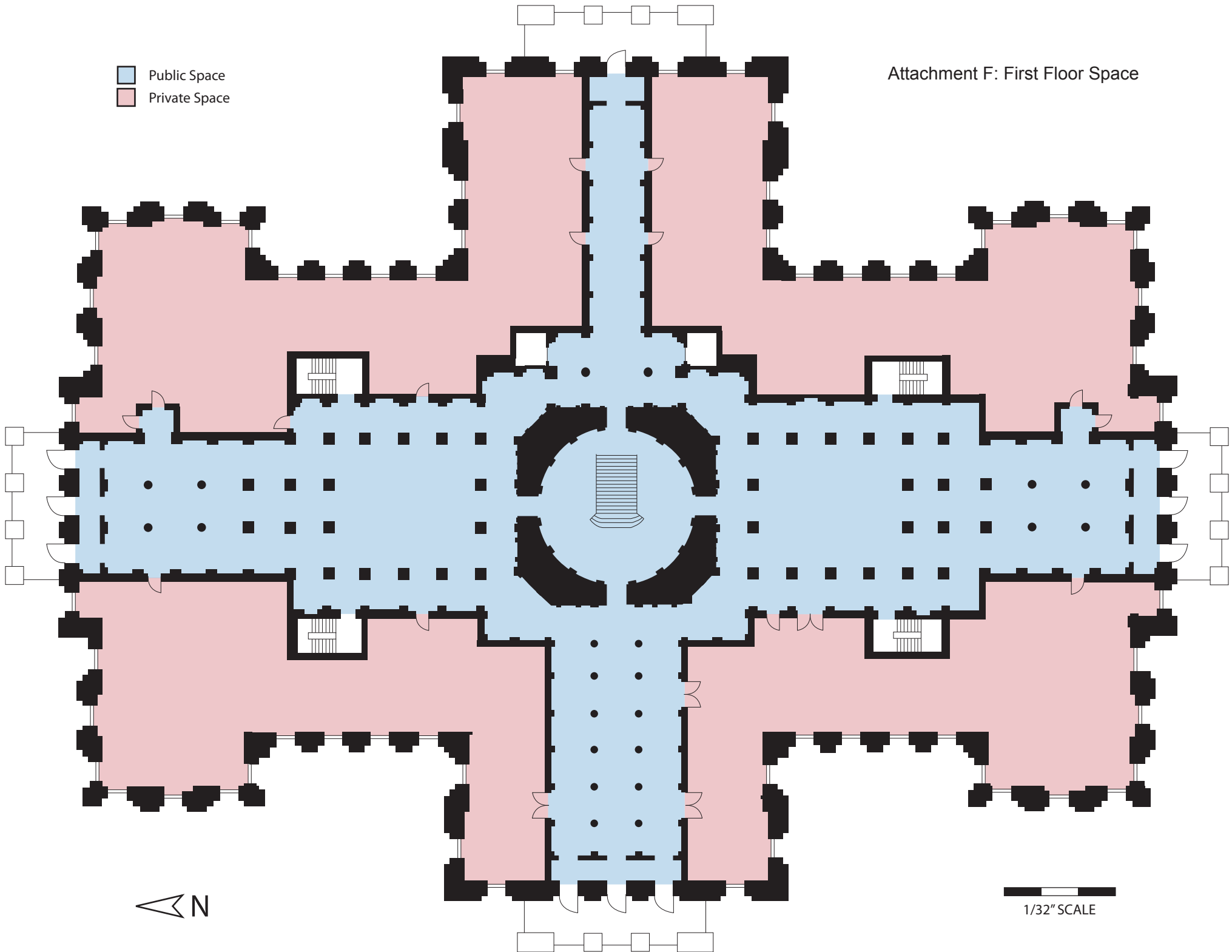
Attachment F: Basement Space

- Public Space
- Private Space
- Tertiary



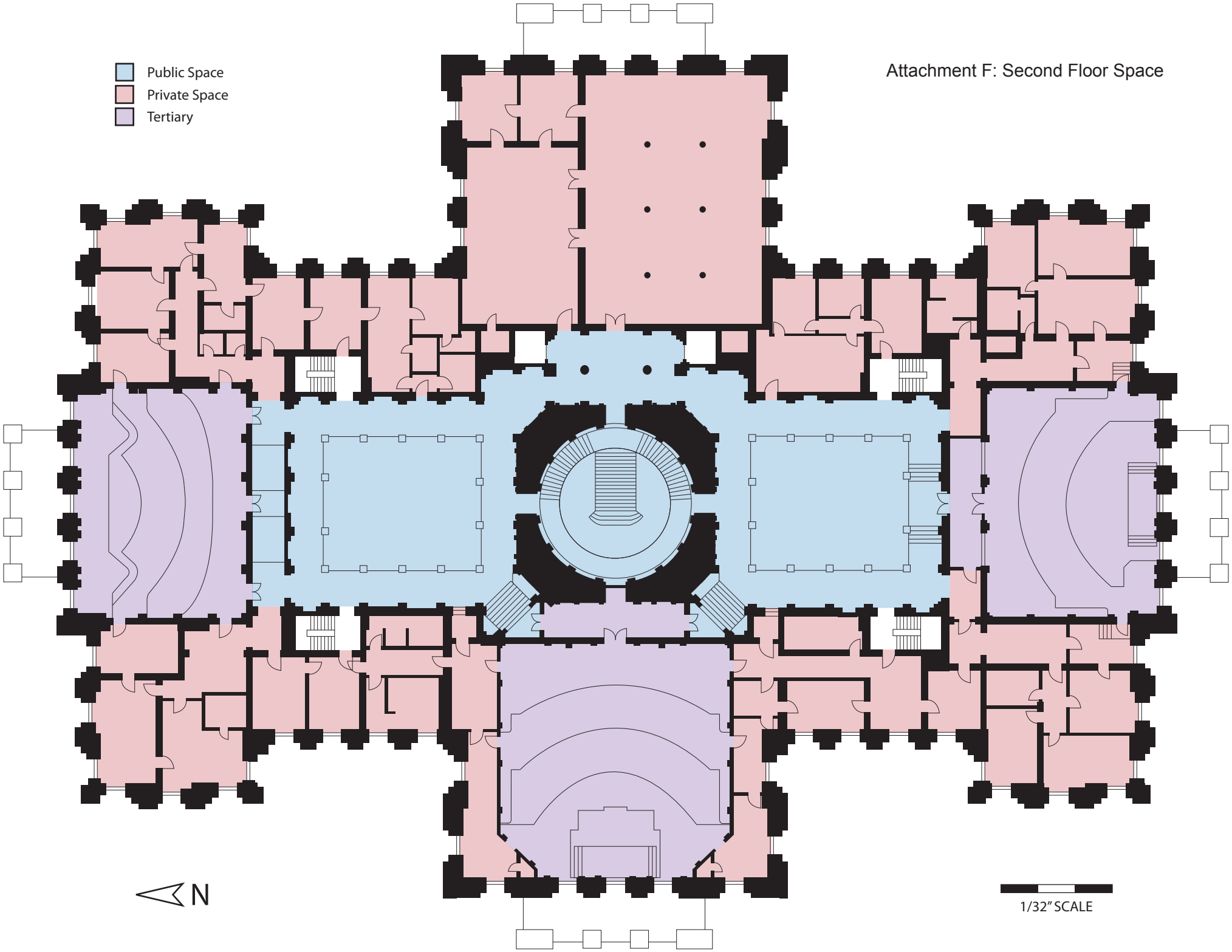
Attachment F: First Floor Space

- Public Space
- Private Space



Attachment F: Second Floor Space

- Public Space
- Private Space
- Tertiary



Attachment F: Third Floor Space

- Public Space
- Private Space
- Tertiary

