

ADOPT-A-CABINET PROGRAM

The Adopt-a-Cabinet Program is a public art effort designed to transform common traffic control utility boxes in unincorporated Ventura County into new public artworks. The program aims to celebrate local arts and culture, act as a deterrence to graffiti and increase community beautification.

Please read through the Artwork Guidelines and requirements carefully.

- I. Eligibility
 - a. 501(c)(3) Nonprofit organizations
- II. Community organizations Artwork Guidelines
 - a. All artwork must be original and created by the applying Artist(s) for this project.
 - b. Whenever possible, the artist should be from the neighborhood in which the cabinet is located.
 - c. Artwork must be suitable for viewing by all ages.
 - d. Artwork should cover all exposed sides of the utility box using the attached template.
 - e. The art may include the name of the Artist(s) (no larger than 3" x 5") at the bottom of the cabinet .
 - f. Artwork must not contain:
 - i. Political statements or names of politicians.
 - ii. Religious reference, symbols or numbers.
 - iii. Copyrighted or trademarked material.
 - iv. Corporate or organizational branding, including nonprofit organizations.
 - v. Profanity or inappropriate language.
 - vi. Sexual content.
 - vii. Advertising.
 - viii. Depictions or references to alcohol, tobacco, and/or illicit/prescription narcotics, and any associated paraphernalia.
 - g. Artwork may be painted or installed in vinyl or similar material.
 - h. If artwork is painted, only acrylic enamel paints may be used.
 - i. Use of insulating or restrictive coatings, such as plaster, mortar, roofing tar, or any other materials that may affect ventilation or heat transfer are not permitted.
- III. Artist(s) Responsibilities
 - a. Artist(s) shall perform all the work and absorb all the costs incurred with the painting or installation of the artwork.

- b. Artist(s) must perform all work during daylight hours.
- c. Artist(s) must complete the work within the permitted time frame.
- d. Artist (s) may not store any equipment, materials or painting supplies in the right-of-way.
- e. Artist(s) may not have vehicles parked or stopped in the right-of-way in a manner that interferes with the free flow of traffic, bicyclists or pedestrians. Parking on road shoulders or parking lanes is permitted.
- f. Artist(s) shall place anti-graffiti coating on all painted surfaces.
- g. Artist (s) shall repaint any cabinets tagged with graffiti in a timely manner.
- h. Artist(s) must obtain approval to paint or place artwork on cabinets owned by others.
- i. Artist is responsible for proper maintenance of the cabinet and restoration of faded surfaces.
- j. Artist is responsible for monitoring cabinet conditions and making any necessary repairs.
- k. Artist retains full ownership and all rights to their artwork and intellectual property.
- l. Artist agrees the art installation is temporary in nature and permit is valid for 5 years from initial installation. At 5 years the art shall be removed and replaced with a new installation.

IV. County Responsibilities

- a. VCPWA-RT retains the right to recover the full cost of restoring equipment to an acceptable condition when such equipment is painted in non-compliance with the guidelines outlined in this program.
- b. Determine the owner of non-county owned cabinets.
- c. County can remove artwork at any time for any reason within 30-day notice, unless there is an emergency.
- d. County reserves the right to photograph, display and utilize the artwork to promote the program for noncommercial use. Artist will be credited in all photographs, materials, social media posts, etc.

V. Application Requirements

- a. Complete and sign the Application Form.
- b. Create full color, detailed concept drawing using the template provided.
- c. Read and sign the Adopt-a-Cabinet Program Participant Release of Liability Form.
- d. Provide a map of the location and a street view or photo of the cabinet being selected.

- e. Submit the application, template, signed liability form and photo to PWA.transpermits@venturacounty.gov

VI. Selection Process and Criteria

- a. Applications will be reviewed and approved by the Public Works Agency Road & Transportation (PWA-RT).
- b. Designs will be reviewed and approved by the Ventura County Arts Council and the County of Ventura Arts and Culture Division.
- c. Designs will be reviewed by the local neighborhood council for endorsement.

VII. Questions

- a. Contact the Permits Section by email at PWA.transpermits@venturacounty.gov or by calling (805) 654-2055.

ATTACHMENTS:

- Adopt-a-Cabinet Application Form
- Design Template
- Adopt-a-Cabinet Participant Release of Liability Form