



PORTLAND PUBLIC SCHOOLS

OFFICE OF Facilities and Asset Management

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To: Interested Groups

From: Facilities and Asset Management

Subject: Process for adding an exterior mural to a PPS Facility

- 1) Review the PPS "Art in Schools Guidelines" <https://www.pps.net/Page/10010>
- 2) Submit a PDR to Facilities and Asset Management <https://www.pps.net/Page/1406>
 - a. The request will be reviewed and a PM assigned
 - b. Prior to approval to proceed, the artist must sign the district's VARA Waiver (see attached).
- 3) Upon approval to proceed, follow the City of Portland's procedure for applying for a Mural Permit <https://www.portlandoregon.gov/bds/article/257582>

PPS will work with interested groups to provide background information, site plans and building elevations if available, for use in the application process. It is the responsibility of the interested group to complete all of the requirements of the City of Portland Permit Process.

PPS reserves the right to approve or reject a mural based on content.

Any community meeting held, as part of the City's permit process will require CUB reservations <https://www.pps.net/Page/1486>.

Mural installation will require a Permit for Donated Improvements (Non-Turf) issued by PPS Purchasing and Contracting. Insurance requirements can be found in the sample document, here <https://www.pps.net/Page/1397>.

It will be the responsibility of the interested group to maintain the mural for 2 years from date of installation. After that time, if the mural is not maintained, the district will have the mural removed through the City of Portland's process.