

The University of Arizona Museum of Art

Guidelines for Special Events

Renting the Museum

9/25/09

(Subject to revision at any time.)

The University of Arizona Museum of Art (UAMA) collects, cares for, exhibits and interprets original works of art. Since all events take place directly in our galleries, special events/rentals pose concerns for the care and preservation of the art works. The UAMA Director of Resource Initiatives reviews all programs and events to ensure that they conform to the mission of the UAMA and meet applicable state, federal, and local requirements. To contact the Museum about your event, email the Director of Resource Initiatives- Diane A. Hartman. [Email – dhartman@email.arizona.edu / phone -(520) 621-7568 / fax – (520) 621-8770.]

All special events/rental requests are reviewed on an individual basis. Approval is subject to space and staffing availability. Events must not interfere with the general public's ability to access the Museum. The Museum's exhibitions are open to the public (Tuesday – Friday, 9am – 5 pm and Saturday – Sunday, 12 noon – 4pm). For exclusive use of the facility, the Museum may be rented outside of the normal business hours.

Academic Events: If your event is academically driven, i.e. classes held in the Museum, special academic competition lectures or MA / Doctoral recitals, the Museum will consider waiving the space charges. Security charges may still apply. Please discuss your event with Diane Hartman. If the Space charge is waived, please recognize “The University of Arizona Museum of Art” in any published material.

University Receptions: Social events held at the Museum will incur at space charge as well as security charges. Consult the chart below. Call Diane Hartman – 621-7568 for a complete estimate.

Museum Space	# of people	<u>Space charge</u> University rental	<u>Space Charge</u> Non - UA rental
Stand-up Reception – 1 st or 2 nd floor (during museum public hours)	300 max	\$150*	\$300*
Stand-up Reception - 1 st or 2 nd floor (after public hours)	300 max	\$300*	\$600*
Seated Lecture in single gallery	50	\$75*	\$150*
Conference Room - Meeting	14 max	\$75*	\$150*
Conference Room - Luncheon	12 max	\$125*	\$250*
Conference Room – Luncheon and Docent-Led Tour	12 max	\$200*	\$400*
		*Additional security charges may apply for after hours use.	

New space rates apply to all reservation made after 9/25/2009.

Guest Amenities:

The Museum is usually most appropriate for stand-up receptions - up to 300 people. Because of space restrictions and to protect the artwork, sit-down dinners are usually not workable. The Museum Conference Room is available for up to a 14-person meeting or 12-person luncheon.

Guest Photos: Please alert your guests to the fact that no flash photography is allowed in the Museum. *In addition within certain exhibits, no photography is allowed.* Please check with the security guard before taking photographs. Please discuss PR photos by professional photographers with the Museum staff.

Parking for guests: Parking for guests is located in the parking garage on the northeast corner of Speedway and Park (entrance on Park) or on city streets as posted. There is a charge for parking during the week; parking is free on weekends.

General Guidelines:

The Museum's first concern is the safeguarding of the artwork. All equipment must be placed a minimum of 4 feet from walls and sculptures. No art works will be moved, covered, or altered in any way for an event. Museum staff has the final approval over the location of the set up.

Security: UAMA Security must attend all special functions. All Security requirements and requests must be precisely followed.

Caterers:

University rentals: Per university policy if the catering total is more than \$500, Redington Catering (UA Student Union) must be used. If the catering costs are less than \$500, the renter has a choice of Redington Catering or a caterer from the UA-approved Catering List. (pacs.arizona.edu/contact/Catering_List.pdf) It is the renter's responsibility to comply with all UA policies.

Non - UA rentals: All catering must be done by Redington Catering (UA Student Union). www.union.arizona.edu/dining

Caterer Loading/Unloading: The UAMA has freight and passenger elevators for food and equipment.

Caterer Parking: Parking rules on the UA campus are strictly enforced. There is a loading dock associated with the Museum. It is entered off of Park Ave. Extended stays by delivery or catering vehicles is not permitted.

Preparation and Serving of Food: All food must be prepared in advance and be ready to serve when delivered to the UAMA. (There are no food preparation facilities in the museum.) The location of the food and beverage serving areas are determined in advance by the Museum staff. Normal set up times is one hour before the special event. The set-up is designed to minimally disrupt the Museum's visiting public.

Food and Event Guidelines:

- No open flames or cooking (including, butane, solid alcohol or Sterno) and no lit candles.
- No steam tables
- No sticky and "runny" foods, e.g. stews, jelly, warmed cheese, sauces, toppings, etc.
- No food that crumbles easily
- No vinegar

- Prepared food must be easily balanced on adequate plates
- No staining liquids, especially red wine, grape punch, etc.
- Carbonated beverages (including champagne) may not be opened in the galleries. The opening location will be determined in consultation with the Museum staff.
- Cut flowers are allowed. Live plants are not permitted.

Alcohol:

University rentals: Alcohol must be approved by the Deputy Director and follow university guidelines. A copy of the approved University alcohol permit must be sent to the Museum prior to event. University approval must be obtained 10 days before the event. A university-approved bartender must be used.

Non - UA rentals: Due to campus restrictions, alcohol will not be permitted for non-UA rentals.

Clean up: The Museum must be cleared immediately after the event. During clean up the above guidelines regarding the moving and placement of equipment must be rigorously followed. The Museum must be left clean with all food spills cleaned up by the caterer. Caterers must transport trash to the garbage containers located on the loading dock behind the Museum.

Equipment:

Museum-provided equipment:

The Museum has the following equipment available for use during special events:

Conference room only - Sectional conference table that seats 12 - 14.

All spaces:

- Four (4) 6-foot plastic topped tables with wide lip (no linens)
(Alert caterer of wide lip if renting skirts for table)
- Podium with microphone
- Two projector screens
- 50 chairs

Additional equipment:

The Museum staff must approve all additional equipment. The responsibility for arranging for any approved equipment rental and any associated expenses is the responsibility of the renter, not UAMA.

Space Charges:

University academic associated rentals: For an academic - associated event, i.e. lectures by undergraduate and graduate student prizewinners, there is no space charge for use of the galleries. Security charges may apply. Please discuss with Diane Hartman.

Other UA – associated rentals: Receptions, i.e. retirement, department, or club receptions, are charged according the schedule displayed in the chart at the beginning of this document. Security charges may apply.

Non-UA rentals: Please refer to the chart at the beginning of this document. Security charges may apply.

Security Charges:

Security Associated Charges:

Because security must be present at all times, there may be charges associated with extra security required due to the rental event. Please note security coverage includes a one-hour set-up time and a one-hour clean-up time in addition to the scheduled event time.

Security Charges: During Museum normal business hours.

If the event is held during the Museum normal business hours and does not require additional security coverage, there is no security charge.

Security Charges: Outside of Museum normal business hours or extra security required due to number of attendees.

To recover the Museum's extra security costs, the security costs are passed on to the renter. Security costs are as follows: \$40 per hour for each security guard and \$20 per hour for each security monitor. The usual compliment is one security guard and 2 monitors. Additional guards and monitors are required for receptions with alcohol present or unusually large groups.

Estimate:

The Museum will provide an estimate of all charges to help you decide whether the Museum is the proper venue for your event.

Payment:

The Museum will invoice the renter prior to the event. All charges must be paid 7 days prior to the event date.