

# *Anniston Museum of Natural History*

## **Guidelines for Rental of Museum Facilities by Outside Organizations**

### **Introduction**

Anniston Museum of Natural History is a community organization that welcomes the use of its facilities by outside organizations for meetings and special events. The diverse nature of outside organizations and the unique value of Museum collections require that guidelines be specific and detailed. Please read the guidelines carefully to ensure a successful event for your organization. We thank you for your cooperation.

1. Anniston Museum of Natural History will rent the use of its facilities to recognized outside organizations of ten or more persons when such use can be arranged without disrupting regular Museum programs and events.
  - A. Museum facilities are not rented to individuals or family groups, except in the case of recitals and birthday parties. Birthday parties are available for young people according to a separate set of guidelines and as a benefit of Museum League membership. Museum facilities are not rented to individuals due to limited staff and space availability.
  - B. The following activities are not allowed:
    1. Weddings/ Wedding Receptions
    2. Adult Birthday Parties
    3. Reunions
    4. Fundraising Events for other organizations
    5. Fraternity/Sorority Socials, and
    6. Other activities deemed unacceptable by the Museum Director and/or Museum Board.
  - C. Museum facilities will not be rented to organizations with unpaid accounts or organizations that have caused prior damages to Museum property.
2. Upon approval of the use of Museum facilities, the event will be categorized as one of the following:
  - A. **Meeting:** A group of people gathering together for a lecture, demonstration, business meeting, or similar event during which food service is very limited and does not involve the use of the Museum kitchen facilities.

B. **Recital:** A meeting which will also include the use of the Museum piano.

C. **Reception/Meal:** A gathering of people, to include the use of the Museum kitchen facilities and/or bars and tables for hors d'oeuvres or dining.

**Note:** Depending on set-up requirements, the Museum may not be able to accommodate seated dining for more than 130 people at one time.

Note: after hours event prices will be charged beginning at 5pm.

### **Rental Fees**

3. Fees for rental of Museum facilities will be as follows:

#### **Meetings (no food)**

<b>Meeting Areas</b>	<b>AM (8am-5pm)</b>	<b>PM (5pm-11pm)</b>
Conference Room	\$75.00	\$150.00
Classroom	\$75.00	\$150.00
Lobby	N/A	\$150.00
Lagarde Room	\$100.00	\$175.00
Auditorium	\$125.00	\$175.00

Seating capacity depends on set-up requirements. Consult Museum Staff.

#### **Reception/Catered/Dining Events**

<b>*Reception/Dining Areas</b>	<b>AM</b>	<b>PM</b>
Classroom	\$100.00	\$175.00
Lagarde Room	\$150.00	\$200.00
Lobby	N/A	\$225.00
Auditorium	\$175.00	\$275.00
Auditorium/Classroom	\$225.00	\$325.00
Auditorium/Conf. Rm	\$225.00	\$325.00
Auditorium/Lobby	N/A	\$425.00
Auditorium/Classroom/Lobby	N/A	\$450.00

Seating capacity depends on set-up requirements. Consult Museum Staff.

\*Rentals include the use of the state-of-the-art gourmet kitchen facilities.

- A. A discount will be provided on the total invoice for Business Members of the Museum League dependant on the level of membership.
- B. All or partial fees may be waived at the discretion of the Museum Director if the primary feature of the event is a program presentation about Anniston Museum of Natural History by a member of the Museum staff.

4. Due to space limitations, the type of set-up required in each space will determine the number of people that can be seated.

**Note:** The Museum does not provide table linens. The Museum can provide only 180 chairs; however, additional chairs may be brought by the renting organization.

- 5. The Museum does not rent the grounds surrounding the building for the events and activities of outside organizations. Museum grounds have been developed, in part, as a wildlife sanctuary and the landscaped grounds require specialized care that cannot sustain the impact of table/chair set-ups. Arrangements for limited use of the Museum grounds by renting organizations will be reviewed on an individual basis.
- 6. Picnic tables on Museum grounds are available on a first-come, first-served basis at no charge. Picnic shelters in Lagarde Park may be reserved through the City of Anniston's Parks & Recreation Dept.
- 7. The Museum calendar involves a wide variety of uses and is impacted by public visitation throughout the year. Requests for the use of Museum facilities must be made through the Community Services Coordinator.
  - A. Events, which will involve weekend or evening hours, must be scheduled at least three weeks in advance; it is recommended, however, that requests be made three months in advance if possible.
  - B. Events during regular Museum hours should be scheduled at least two weeks in advance.

- C. Under no circumstances will reservations for building rentals be made by any persons other than the Community Services Coordinator, the Museum Director, or their designated representative.
- D. All requests for the use of Museum facilities are subject to final approval by the Museum Director.
- 8. Upon approval of an event, a verbal estimate of cost will be provided according to the previously listed fees. A confirmation letter will be sent along with a copy of these guidelines.
  - A. **The total rental fee will be due to secure the date of the rental. If the rental has to be cancelled, a 50% refund will be returned to the renter if there is a two week notice. If the notice is less than two weeks only 25% of the fee will be refunded. If notice is less than a week no refund can be submitted. The refund will be submitted on the day of the notice. There is a 30 day turn around for this process.**
  - B. **Estimates are subject to change depending on actual length of an event or additional charges that may be incurred.**
  - C. No additional charges will be added for the use of the podium and microphone, easels, Museum chairs, tables, or piano (except moving). The Museum cannot guarantee the use of these items, however, unless they are requested in advance when scheduling the event.
  - D. An additional fee of \$50.00 per day will be added for the use of the Museum's computer and multi-media projector. Organizations may avoid this fee by bringing their own equipment. A \$30/day fee is charged for the use of the DVD/Video and multi-media projector with giant viewing screen. Overhead projector fee is \$20.00 per rental.
  - E. Only Museum staff members may operate Museum audio/visual equipment and the projection booth. Organizations may bring their own equipment with advance permission, though the projection booth will not be available.
  - F. Renting organizations will be charged \$25.00 for false alarms in the Museum's security system if caused by guests of said organizations.
  - G. The Museum reserves the right to levy additional charges for careless damage to Museum property.

- H. Cancellations will be accepted at anytime, however, the 50% non-refundable deposit will be retained by the Museum.
9. The rental fee is due in full on the day of the event. The Museum bookkeeper can be instructed to invoice organizations but the total fee must be received in full by the day of the event.
  10. Alcoholic beverages may be served according to a separate set of guidelines. Organizations serving alcoholic beverages must sign a statement indicating they have read and understood the related guidelines.
  11. At least one Museum staff member will be present when Museum facilities are rented to outside organizations. When requested in advance, the Museum staff will provide basic set-ups involving the Museum's own tables and chairs and other approved equipment. Museum staff members are not available to load/unload equipment or to set up and install decorations and/or equipment brought into the Museum by the renting organization. This is the responsibility of the renting organization. Please note that vehicles will not be allowed to drive on Museum lawns or walkways to gain clear access to auditorium or lobby doors. The Museum staff will do its best to accommodate changes in set-ups if the request is made during regular working hours (8:00 a.m. to 4:00 p.m.) and only if the person signing the "Acceptance of Responsibility form" approves the request.
  12. Decorations are limited to table or floor decorations only. Tape and/or nails/thumbtacks will not be placed on or in Museum walls. Fines will be levied for this kind of damage to Museum property. Green plants and flowers are permitted in all areas except the exhibition hall. All decorations must be removed immediately following an event. Any materials or equipment not removed by 10:00 a.m. on the morning following an event will be subject to an additional fee of \$50.00 per day. The Museum will not be held liable for loss or damage to property not retrieved as requested above.
  13. The Museum kitchen facilities are new and available for use. Coffee service is not available unless you or your catering service brings the necessary equipment. Renting organizations should advise caterers that it is their responsibility to clean the kitchen and preparation area following an event. This area should be left in the condition in which it was found upon arrival.
  14. The Museum's Steinway grand piano is a fine instrument that we allow outside organizations to use with the following considerations:

- A. The piano will only be moved by Museum staff members.  
The piano will be moved at the discretion of the Museum.
  - B. The piano is tuned on a regular basis; requests for additional tuning will be at the expense of the outside organization and with the approval of the Museum Director.
  - C. No drinks, foods, plates, cups, plants, or other material may be placed on any part of the piano. Fines will be levied for damage to the piano.
  - D. Only students in training or professional musicians should be allowed to perform on the piano.
15. The primary purpose of renting the Museum facility to outside organizations is to provide the community with greater exposure to the educational value of Anniston Museum. In most cases (see exceptions in #18), the rental of Museum facilities includes free admission to the exhibition hall. Renters are urged to encourage participants to take advantage of this opportunity. Tickets will be provided for participants if the event takes place during regular hours of operation. The Museum reserves the right to place brochures relating to its exhibits or events within access of those visiting the facility during rental events.
16. Anniston Museum of Natural History is a smoke-free facility. Due to the need to preserve and conserve the collections of the Museum, food and drink are not permitted in the exhibit halls.
17. All printed invitations, press releases, or information relating to an event should clearly indicate sponsorship by the renting organization. In no way should the Museum appear to be the sponsor of any event that involves rental of the facility by an outside organization. The Museum reserves the right to cancel any event if this requirement is not observed. The Museum requests receipt of any copies of printed invitations, posters, or fliers relating to the event.
18. Rental of Museum facilities is further restricted as follows:
- A. No all- night events are permitted; events must conclude by Midnight. Sunday events can begin prior to noon only with Museum staff approval.
  - B. Receptions or meals involving the Museum lobby will not be permitted during public visiting hours; the Museum staff will

determine the extent to which advance set ups can be allowed during public visiting hours.

- C. When Museum facilities are rented during public visiting hours, the number of guests that can be admitted free on behalf of the renting organization will be limited to 200 persons; additional guests (10 or more) can be admitted at group rates if arrangements are made in advance.

**19. Please read the attachment for details on decorations and clean up of facility.**

**Anniston Museum of Natural History reserves the right to change its fee structure at any time at its own discretion. Every effort will be made to honor existing rates for previously confirmed events if at all possible.**

**All of the above regulations regarding the rental of Museum facilities are subject to change or adjustment if deemed necessary or appropriate by the Museum Director and/or the Museum Board.**

Revised: April 9, 2008

GLM