The Art Museum at the University of Kentucky
POLICY STATEMENT FOR USE OF FACILITIES

The Art Museum’s primary mission, first and foremost, is the preservation and safeguarding of its collection and other artwork and artifacts entrusted to its care. Overcrowding; the possibility of theft or vandalism; accidental damage; and food and beverage spills all constitute reasonable dangers to artwork as well as to the safety of persons in attendance. Professional staff oversight and supervision is mandatory.

The Art Museum at the University of Kentucky may be rented for use by the following at the discretion of the Museum Director:
- All University of Kentucky Groups or Organizations
- Museum Sponsors

To apply to rent the Museum, the following MUST be submitted at least 30 days prior to the event:
- Application for Use of Facilities
- Proof of Liability Insurance (if needed)

Upon approval by the Director, the following MUST be submitted:
- Contract for Use of Facilities

The following rules apply:
- Groups or organizations may not, under ANY circumstances, move or otherwise disturb exhibition furniture (i.e., benches, pedestals, pylons, signage, etc.). If exhibition furniture needs to be moved, a museum staff member MUST supervise.
- Photographing specific artworks (i.e., the artworks only) on display by anyone attending the reception or meeting is strictly prohibited.
- The Director must approve general photography or press photography of and by persons attending the reception or meeting before the event.
- The Art Museum will provide limited tables and chairs; a lectern, microphone and speaker; projector/laptop for Powerpoint presentations. The museum will NOT provide blackboards or easels, music stands, musical instruments, tablecloths or skirting, invitations or other printed materials, or food. Users of the facilities MUST provide their own catering, music, and flowers with pre-approval of the Director.
- No more than 200 persons may be safely accommodated on each level of the museum at any given time. The design characteristics of a particular exhibit installation or the set-up of temporary fixtures and display properties may reduce the acceptable number still further.
- Under no circumstances shall any aspect of a reception or meeting be used for political, religious, or non-University fund-raising purposes.
- Groups or organizations are responsible for removing all handouts or discarded printed materials from the galleries.
- No dancing is allowed in the Museum galleries. The use of music and/or musical groups must be pre-approved by the Director.
- No Cash Bar is allowed.
- All UK Departments must provide a Procurement Card Number for billing. JVs are no longer accepted.

I have read and agree to the entire Policy Statement above on the use of the Museum facilities:

Signature: _________________________________________________  Date: ____________________________
The Art Museum at the University of Kentucky
RATES FOR USE OF THE FACILITIES

The Museum has two floors, each with a large open gallery space and one small gallery. The small gallery on the second floor, the Richard B. Freeman Gallery (RBF), can be closed off and used for lectures and small private receptions during open or closed Museum hours.

Rates for use of the Museum, effective July 1, 2013 are:

**UK GROUPS & SPONSORS:**

During normal open hours of the Museum (Tuesday – Sunday, noon – 5:00 pm; Friday, noon – 8:00 pm):
RBF Gallery ONLY: $50.00 per hour
Upper Gallery: $100.00 per hour

Before/after museum opening hours (all day on Monday; Tuesday – Sunday 8:00 am – noon and after 5:00 pm; Friday after 8:00 pm):
The above costs double in price.

**NON-UK GROUPS:**

Use of the Museum by non-UK groups will be at the discretion of the Director of the Museum. Entertaining in the Museum is a privilege of Museum Sponsors.

During normal open hours of the Museum (Tuesday – Sunday, noon – 5:00 pm, Friday, noon – 8:00 pm):
RBF Gallery Only: $75.00 per hour
Upper Gallery: $150.00 per hour

Additional security staffing cost is $15.00 per hour, per staff person (minimum of three people).

All groups will be charged the full hourly rate for set-up and take-down times.

Before/after museum open hours (all day on Monday; Tuesday – Sunday 8:00 am – noon and after 5:00 pm; Friday after 8:00 pm):
The above costs double in price.

Maximum capacity in the entire Museum is 400 people. The preferred maximum is 200 people per floor. The maximum capacity for the RBF Gallery is 40 people.
The Art Museum at the University of Kentucky
APPLICATION FOR USE OF FACILITIES

Name of event: __________________________________________________________________________

Date of event: __________________________________________________________________________

Anticipated attendance (maximum): __________________________________________________________

Sponsoring organization: __________________________________________________________________

Contact person: __________________________________________________________________________

Address: _________________________________________________________________________________

Phone number: __________________________ Email: ____________________________________________

Set-up time: ____________ to ____________ Tear-down time: ____________ to ____________

Event open to public?: __________ By invitation only?: __________ Admission fee charged?: __________

Will event be catered? __________ Name of caterer: ____________________________________________

Address of caterer: __________________________ Phone number: ____________________________

NOTE: In order to serve food in the Museum, the caterer MUST be on the University of Kentucky’s Approved Caterer List. Please check with the Art Museum before contracting with a caterer.

Will alcohol service be requested?: ________________________________________________________

NOTE: If you wish to serve alcohol in the Museum, you must apply with the attached form to the Director at least 30 days in advance of the event. You must also have a licensed bartender.

Will the event be photographed and/or videotaped?: ____________________________________________

Names of photographer and/or videographer: _________________________________________________

NOTE: Photography may or may not be permitted in the galleries, depending upon the exhibition. General photography may be permitted provided that the use of the resulting image is limited to personal use or classroom teaching. Permission to reproduce or televise must be secured in advance from the Art Museum at the University of Kentucky.

Set-up needs (check all that apply):

- Chairs: ______  Number requested: ______
- Tables: ______  Number requested: ______
- Lectern: ______
- Microphone/speaker: ______
- Projector/laptop (Freeman Gallery ONLY): ______
- Other needs (specify): ________________________________________________________________
The Art Museum at the University of Kentucky
APPLICATION FOR USE OF FACILITIES (continued)

Please indicate general placement of chairs, tables, lectern, etc. Specific placement will depend on the layout of the current exhibition(s). The Art Museum reserves the right to modify set-up arrangements to ensure maximum security of the art, our visitors, and the facilities.
The Art Museum at the University of Kentucky
CONTRACT FOR USE OF FACILITIES

• All individuals or members of the group or organization and their guests will abide by the rules and regulations set by the Museum while using the Museum facilities.

• All Museum policies and rules must be communicated by the renting group or organization to all participating parties (caterers, photographers, florists, musicians, etc.). Failure of each participating party to adhere to policies will result in cancellation of the event.

• The group or organization will be responsible for any additional charges incurred during the course of the event and will be billed accordingly. If event exceeds scheduled time requiring additional staff time, the group or organization will be billed accordingly.

• Cancellation Policy: If the group or organization cancels within 14 days of the scheduled event, no charges will be processed. If cancellation occurs within 24 hours of the scheduled event, the group or organization will be responsible for and billed for the full rental charge.

TOTAL COST $___________________________________

SIGNATURE:_________________________________________ DATE: ________________________________

NAME AND DATE OF EVENT:_____________________________________________________________________

SIGNATURE (DIRECTOR/AM@UK): ______________________ DATE: ________________________________
The Art Museum at the University of Kentucky
RULES FOR CATERERS

In order to assure that the event you are catering at the Art Museum will be the best possible experience for you, the event sponsor, and patrons, we ask that you review the following rules and sign below. **A walk-through is required at least one week prior to the event with you, the sponsor, and the museum gallery supervisor.** At that time, any questions or concerns about the rules can be clarified.

1. All food and catering equipment should be delivered to the loading dock off Patterson Drive. Parking areas for catering vehicles will be designated prior to arrival.

2. For security reasons, once all food and equipment have been loaded into the Museum, the outside door from the kitchen area must be kept closed throughout the entire event.

3. A Museum employee will be available during unloading/loading if you have questions during preparation.

4. The use of additional electrical cords or appliances must be discussed during the walk-through.

5. No candles or open flames are permitted. Sterno is permitted ONLY when a member of your staff is within three feet of the flame at ALL TIMES.

6. **NOTHING IS ALLOWED TO BE PLACED ON ARTWORK OR CASES/PEDESTALS THAT HOLD ARTWORK!!**

7. Any spills in the public areas should be cleaned immediately.

8. All glass bottles should be stored in an out-of-view location and cannot be thrown away in UK dumpsters, trash, or recycling containers.

9. Garbage cans in public areas should be emptied regularly during the event.

10. All non-recyclable trash should be thrown into the dumpster in the parking lot before departure.

11. All food preparation tables and floor areas must be cleaned and swept before departure.

I have read the rules listed above and agree to them:

__________________________________________________                          __________________________
All parties who wish to hold events in the Art Museum at the University of Kentucky and would like to serve alcohol, must request permission for that event and ensure compliance with UK’s alcohol policy. Review this policy at www.uky.edu/Regs/files/ar/ar035.pdf.

We, hereby, request permission to serve alcohol at a private event in the Art Museum at the University of Kentucky:

Name of sponsoring group: __________________________________________________________________

Date of event: ____________________________________________________________________________

Hours of event: ___________________________________________________________________________

Location in the Museum: ____________________________________________________________________

UK-approved licensed beverage server/caterer: _________________________________________________

Address: ________________________________________________________________________________

Copy of License attached: ___________________________________________________________________

We, the undersigned, agree that the University of Kentucky, its Board of Trustees, and the University’s agents, officers, and employees shall be held harmless for any accident, death, or injury to life or property that might be attributable to the event.

Signature:_________________________________________ Date: ________________________________

Please fax to the Art Museum (859.323.1994) your completed form. We will return to you the approved request.

Thank you,

Amy Nelson Young, Interim Director, the Art Museum at the University of Kentucky, 859.257.5716