



# Missoula Art Museum Facility Rental Policies & Agreement

## MAM Mission

MAM serves the public by engaging audiences and artists in the exploration of contemporary art relevant to the community, state, and region.

## General Rental Terms and Restrictions

All facility rental dates are contingent on MAM's programming and exhibition schedule. Because the museum's galleries are open to public viewing and the museum is responsible for the care of the artwork on exhibit, every rental will be reviewed and negotiated on a case-by-case basis. All functions must be deemed appropriate to the facilities and must not interfere with normal working conditions. Disallowed events include: fundraisers, weddings, events endorsing a partisan agenda, and events for which tickets are sold or admission is charged.

## Reservation and Cancellation Policy

The following represents an agreement between Missoula Art Museum and [ORGANIZATION] and outlines specific conditions and services to be provided. Reservation is held upon the receipt of deposit equaling half of rental fee and a MAM contract signed by both parties. Payment and signed contract must be received 10 business days prior to event. Full refund of the rental fee will be returned if notice of cancellation is received 10 business days in advance of the event. Otherwise, only one-half of the payment will be refunded. If MAM has incurred any out of pocket costs for the event prior to cancellation, the user shall be responsible for payment, which amount may be deducted from rental fee to be refunded.

## Fees and Capacity

To rent the whole museum, fees include one-hour set-up, event lasting up to three hours, and one-hour clean-up time (totaling up to five hours). Each additional rented hour costs \$100. To rent the library or classrooms, rental fees are determined upon half-day or full-day use.

Non-profit organizations are extended a 20% discount on rental fees. MAM charges a nominal equipment use fee of \$25. Additional charges are to be determined depending upon extra equipment rentals, catering, beverages, and any additional out-of-pocket expenses.

	<b>Whole Museum</b> (includes lobby, landings, library, classrooms, and galleries)	<b>Goldberg Library</b>	<b>Gallagher Classrooms</b>
<b>Rental Fee</b>	150 or fewer Guests: \$1,200 151 or more Guests: \$1,400	\$225 half day \$400 full day	\$225 half day \$400 full day
<b>Capacity</b>	Seated: 150 guests Standing: 350 guests	Maximum: 15 guests	Seated: 50 guests Standing: 94 guests

### **Security and Damage Policy**

Renter agrees that any use of MAM facilities will comply with all statutes, ordinances, rules, and regulations issued by Federal, State, and municipal governments, including all rules of the Missoula County Police and Fire Departments. Accessibility must be maintained and no doors or pathways may be blocked at any time. MAM cannot assume liability or responsibility for damage or loss of personal property or equipment left in any facility rental space during the event. A limited number of lockers are available on-site for guests to secure their belongings.

A representative from your party should be in the lobby when guests are arriving. MAM will provide a minimum of one staff attendant who will enforce no drinking or eating in any of the galleries that include art and make sure the artwork is respected by all visitors. Renter is responsible for any damage incurred on the artwork or building.

### **Rental Availability**

MAM's classrooms and library are available during gallery hours, but are subject to availability. The whole museum is available on Mondays or after public viewing hours (Tuesday through Friday, 10:00 AM-5:00 PM) to rent. Sunday rentals are available on a case-by-case basis.

### **Set-up and Equipment Policies**

- Current exhibitions may not be altered in any way to accommodate a special event.
- Artwork that is not curated by Missoula Art Museum is disallowed.
- MAM charges a nominal equipment use fee of \$25 for its limited number of tables, chairs, glassware, dishware, utensils, podiums, PA systems, and microphones. Any additional rental equipment must be arranged with the MAM Event Coordinator. Deliveries of rental equipment must be approved by the MAM Event Coordinator.
- All decorations and signs must be approved by the MAM Event Coordinator. All decorations and signs must be freestanding. Walls may not be used to support equipment or interfered with in any way. The following materials are disallowed: candles, confetti, glitter, or balloons.
- Flowers and potted plants must be rented from a licensed florist and deliveries must be approved by the MAM Event Coordinator.
- Clean-up must occur immediately following the event and any additional equipment (decor, musical equipment, meeting materials, etc.) must be removed immediately.

### **Food and Beverage Policy**

Food and drink are not allowed in any of the galleries with borrowed art on display. On a case-by-case basis, MAM can make exceptions to this rule when MAM's permanent collection is on display in a gallery or if a gallery is empty of art. Food and drink are allowed in the classrooms, library, lobby, and on the first and second floor landings.

Missoula Art Museum holds a beer and wine license. Hard liquor is not permitted. The MAM Event Coordinator orders all wine and beer, which must be served by qualified bartenders hired by MAM. Renters must work with a licensed caterer to serve food at a special event. MAM can provide a list of preferred catering companies. MAM kitchen facilities are available for assembly only. Cooking or food preparation in the MAM kitchen is prohibited.

### Publicity and Photography Policy

Select space in MAM is available for photo and video shoots. Shoots must be approved by MAM and must take place outside of open gallery hours. Images may not include any artwork currently on display. The renter's use of MAM's name and/or logo on invitation or written materials must be approved by MAM in advance.

### Facility Rental Information

Name of event: _____	Number of attendees: _____
Date of event: _____	Event space (whole museum/ gallery/ classrooms/ library): _____
Time of event: _____	_____
Type of event: _____	_____
Organization name: _____	Equipment required: _____
_____	_____
Contact name: _____	_____
Phone number: _____	Bar: YES/NO Cash Bar: YES/NO
Email: _____	Catering info: _____
_____	_____
Additional information: _____	
_____	

### Cost Structure

Deposit fee: _____	Balance fee: _____
Due date: _____	Due date: _____

Balance will be invoiced to **[ORGANIZATION]** within 5 business days following the event, which will include balance fee, \$25 equipment fee if applicable, additional hour cost if applicable, and any additional charges accrued including catering, beverages, and out-of-pocket expenses.

### Agreement and Signatures

Please indicate your acceptance of these arrangements by signing the original copy of this contract and returning by **[DATE]** with the facility rental deposit of half of rental fee amounting to **[AMOUNT]**. This agreement must be signed by the Executive Director of MAM in order to validate the facility rental reservation. The policies and procedures described herein shall govern the rental and use of the Missoula Art Museum facilities for non-museum events in accordance with the museum's mission and good stewardship of the building.

**[ORGANIZATION REPRESENTATIVE]** and MAM's Executive Director agree to all policies and procedures outlined in this policy agreement.

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MAM Executive Director Signature	Date
_____	_____
Renter's Signature	Date
_____	_____