

The University of Arizona Museum of Art
Guidelines for Special Events
Renting the Museum

Museum Space	# of people	Space Charge University Rental	Space Charge Non-UA Rental
Reception (Lobby), Open Hours	1-99 people	\$250*	\$300*
Reception (Lobby), Open Hours	100-300 people	\$350*	\$400*
Reception (Lobby), After Hours	1-99 people	\$300*	\$350*
Reception (Lobby), After Hours	100-300 people	\$400*	\$500*
Seated Lecture in a Single Gallery	50-100	\$250*	\$300*
Conference Room (Up to 2 Hours)	14 max	\$100*	\$200*
Courtyard		\$75*	\$100*

*additional security costs may be required depending on the size of the event, hours, or rooms required. Rentals will be for each space. Use of the lobby, courtyard, and gallery space will build on each other. **After hours there is a minimum requirement of 3 hours of security coverage.**

Equipment	Quantity	Price Per
6' plastic topped tables	Up to 6	\$10/ea
Podium with microphone	1	\$50
Projector screen	1	\$50
Folding chairs	Up to 50	\$1/ea
Projector	1	\$50

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

Security costs are as follows: \$40 per hour for each security officer and \$20 per hour for each security monitor. The usual compliment is one security officer and two monitors. **After hours events may require a minimum of 3 hours of security coverage.** Additional officers and monitors are required for receptions with alcohol present or unusually large groups.

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. Additional security coverage may be required for larger events or events with alcohol.

Estimate:

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

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 Staff 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, please contact the museum at artmuseum@email.arizona.edu; (520) 626-7187, or 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 during open hours.** The Museum's exhibitions are open to the public. 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 or reducing the space charges. Security charges may still apply.** If your event is academically driven, please discuss separate pricing upon your event request. If the space charge is waived, please recognize "The University of Arizona Museum of Art" in any published material. Logos can be provided upon request.

University Receptions: Social events held at the Museum will incur at space charge as well as security charges. Consult the chart on page 1. Contact the museum for a complete estimate.

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. Food and drink are not permitted in the galleries or the conference room due to the presence of artwork. For receptions, food may be served and set up in the lobby or in the outside courtyard.

Guest Photos: Please alert your guests to the fact that no flash photography is allowed in the Museum. Generally, non-flash photography is allowed except in special cases. Please check with the Museum 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 and on Saturdays; parking is free on Sundays.

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. It is suggested you visit the space prior to your event if you have any concerns about the artwork or space.

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 \$750, Arizona Catering Company (UA Student Union) must be used. If the catering costs are less than \$750, the renter has a choice of Arizona Catering Company or a caterer from the UA-approved Catering List (http://www.pacs.arizona.edu/approved_caterers). It is the renter's responsibility to comply with all UA policies.

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

Caterer Loading/Unloading: The UAMA has freight and passenger elevators for food and equipment. Please inform museum staff before the event if you may need the freight elevator.

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 time is one hour before the special event. The set-up is designed to minimally disrupt the Museum's visiting public. Note: Museum Staff must approve your menu, as noted above.

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 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 UAMA Staff and follow university guidelines, including University Alcohol Permit issued by UA Event Planning Office (<http://www.union.arizona.edu/alcohol>). 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.

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.

Other UA – associated rentals: Receptions, i.e. retirement, department, or club receptions, are charged according to 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.

Payment:

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

Thank you for your interest in renting The University of Arizona Museum of Art.

University of Arizona Museum of Art
Event Rental Request

Please complete and submit to Angela Telesco at arepp@email.arizona.edu or 1031 N. Olive Road, Tucson, AZ 85721.

Department/Office _____ Name of Requestor _____

Phone _____ E-mail _____

Address _____

Date of Event _____ Event Time _____ # in Attendance _____

Description of Event _____

Catering Required? Yes No

Catering Company _____

Alcohol Permit Required? Yes No

Space Requested	Museum Space	# of people	Space Charge University Rental	Space Charge Non-UA Rental	Total
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	Reception (Lobby), After Hours	1-99 people	\$300	\$350	
	Reception (Lobby), After Hours	100-300 people	\$400	\$500	
	Seated Lecture in a Single Gallery	50-100	\$250	\$300	
	Conference Room (Up to 2 Hours)	14 max	\$100	\$200	
	Courtyard		\$75	\$100	
Total:					

Setup Requested

6' Tables # _____

Chairs # _____

Podium with Microphone

Projector Screen

I have read and understood the Museum of Art's Guideline to Special Events

Signature: _____

Print Name: _____

Date: _____

