

Weatherspoon Art Museum Facility Use Policy

The following policy statements govern the use of The Weatherspoon Art Museum at the University of North Carolina at Greensboro. These policies are in harmony and consistent with the University's Policy on Use of Facilities and the University's Policy on Alcohol Use.

I. General

The mission of the Weatherspoon Art Museum at The University of North Carolina at Greensboro is to acquire, preserve, exhibit and interpret modern and contemporary art for the benefit of its multiple audiences, including university, community, regional, and beyond. Through these activities, the Museum recognizes its paramount role of public service, and enriches the lives of diverse individuals by fostering an informed appreciation and understanding of the visual arts.

Designated spaces in the Museum are available for use by both UNCG affiliated and unaffiliated groups. All those using the Museum must agree to abide by all Museum and University policies relating to safety; liability; nondiscrimination; non-disturbance; civil obedience; use of grounds; and food, beverage, and alcohol use. Strict adherence to the **Rules and Conditions for Use (see Section III)** is required. The Museum reserves the right to deem any activity inappropriate or liable to endanger people or property.

The following activities are not allowed: (a) weddings or related events; (b) political or religious meetings; and (c) fundraising events for organizations other than the Weatherspoon Art Museum. Any exceptions made to these policies regarding use of the Museum facilities are solely at the discretion of the Museum and must be pre-approved.

II. Procedure for Reserving the Facility

Requests for the use of the Museum facility should be initiated at least **six weeks** in advance, but no more than **six months** in advance, by completing online the [Facility Rental Request form](#). **For any questions please contact Chief of Security, Brad Young, at bsyoung@uncg.edu.**

Each request will be reviewed by Museum staff and evaluated on the basis of suitability of the event in regards to the safety and security of the Museum and its contents, timing of the event in relation to Museum and University events, and the ability of staff to accommodate the intended use.

Once a request is approved, the designated Contact Person of the reserving group must make an appointment with Chief of Security, Brad Young, to arrange and confirm **(no later than two weeks prior to the event)** the following logistics:

- The physical set-up of the event (tables, chairs, A/V equipment, etc.)
- A list of vendors (caterer, bartender, musicians, etc.)
- A timeline for setup and breakdown (plan for *at least* 30 minutes before and after the event)
- Estimated number of attendees

The Contact Person must be present prior to, during, and at the conclusion of the event. This person will be responsible for informing event vendors and guests of the Rules and Conditions for Use listed herein and identifying himself/herself to the Museum Security staff and all other contracted help. At the end of the event, the Contact Person will review a checklist with Security and ensure that all cleanup measures have been taken.

The Museum reserves the right to cancel an event, the Museum will provide as much advance notice as possible and will work with the reserving group to find another date, if possible. The Museum's sole liability will be the refund of any deposits made to the Museum.

Fees are charged to groups that have no official affiliation to the University, even if individual members of the group do. Security and cleanup charges will be assessed to all after-hour affiliated and unaffiliated events. Typically spaces are only available after Museum hours, with the exception of the Dillard Room, which may be reserved during regular hours unless it is being used for Museum purposes.

HOURS OF OPERATION: Tues, Wed, Fri: 10 am - 5 pm; Thurs: 10 am - 9 pm; Sat & Sun: 1 pm - 5 pm. We do not schedule unaffiliated group events on Mondays or on Thursday evenings.

III. Rules and Conditions for Use

Exhibition lighting, furniture, fixtures, temperature, humidity and the arrangement of art objects in the Museum's galleries are all established according to museum standards and cannot be changed to accommodate an event. Exhibitions are subject to change without notification.

Art: No artwork may be touched or moved in any way. Nothing may be leaned or propped against walls where artwork is installed. Extra caution must be exercised around sculpture. Furniture and accessories must be kept **six feet** from the artwork: this includes chairs, tables, coffee pots, and chafing dishes.

Assigned Space: The Weatherspoon Art Museum will determine which areas of the building may be used for the event and where food and beverages may be served.

Audio-Visual Equipment: All use and placement of audio-visual equipment (desktop podium, projector, screen, etc.) must be pre-approved by the Weatherspoon Art Museum. *Weatherspoon Art Museum DOES NOT provide support, training, set-up, or troubleshooting for AV equipment.*

UNCG Affiliated Groups: The teaching station in the Auditorium is outfitted with audio/visual equipment. Training by University Teaching and Learning Commons is required for the person who will be responsible for operating the equipment during the event. For more information contact UNCG IT department at 336.256.8324

Unaffiliated Groups: You are allowed to bring your own audio-visual equipment. Audio-visual equipment cannot be set up near works of art or projected onto walls.

Cleanup: The Contact Person is responsible for all cleanup at the end of the event. All food trash must be bagged and tied securely for removal from the building.

Decorations: Decorations, signage, or banners of any type may not be attached or fastened to walls, display cases, works of art, doors, floors, ceilings, glass, handrails, or any other surface or structure of the Museum. The use of glitter, confetti, bubbles, and balloons is prohibited, as is the use of any kind of machine to create fog, mist or smoke.

Entertainment: All musical groups and their placement in the Museum must be pre-approved by Museum staff. Groups are prohibited from performing in the galleries. Any special electrical needs/ requirements may only be supplied by University electricians or their designees. Surge protectors are required for all electrical equipment. For UNCG affiliated events that require additional electricity, a power wagon can be rented through UNCG Facilities Operations.

Food and Beverages:

Food: Food may be served in the Atrium, Sculpture Garden and Association Room. **No food or beverages are allowed in any gallery space or the auditorium at any time.** Catering through the UNCG Dining Services is available; please call 336.334.5195 or visit <https://uncgcatering.catertrax.com> for more information.

Beverages: All carbonated liquids must be opened in the kitchen before being transported to the service bar.

Alcoholic beverages: Alcohol may be served under the terms and conditions consistent with the laws of the state of North Carolina and the University's Policy on Alcohol Use. Alcohol may **not** be served for more than 2 hours. The serving of alcoholic beverages requires approval from the Chancellor's Office through the completion of a "Request for Approval to Serve Alcoholic Beverages" form. Please refer to: <http://policy.uncg.edu/alcohol/>. **Red wine is prohibited.**

Flames: Use of matches, candles or open flames is prohibited.

Insurance: All unaffiliated groups using Weatherspoon Art Museum facilities must provide a certificate of insurance, written by a company licensed to do business in the State of North Carolina, listing the Weatherspoon Art Museum as an additional insured. For complete information regarding Insurance and Indemnification, please refer to: http://policy.uncg.edu/university-policies/facility_use/.

Parking: Limited free visitor parking is available directly behind the museum. During public hours, a parking pass is required and may be picked up inside the Museum at the visitors desk in the lobby. A pass is not needed after 5pm or during weekends.

Photography and Video Recording: Photography and video recording is not permitted in the galleries without prior permission. Tripods and flash bulbs may not be used. Please contact the Registrar's Office for photography permission in galleries at anculcla@uncg.edu.

Publicity: All published materials-including invitations and public relations efforts relating to the event-must refer to the Museum in the following way: Weatherspoon Art Museum at The University of North Carolina at Greensboro. Please ensure your event's website or contact number is included in your publicity materials.

Security: All events scheduled in the Museum require sufficient Security staff. The Museum's Chief of Security will determine the number of officers required. All events where galleries are opened require at least two guards. Museum Security is authorized to expel individuals who violate Museum and/or University policies.

Set-up: Once an event has been approved, the Contact Person is responsible for coordinating with the Chief of Security to create a plan and layout for set-up.

Smoking: Smoking is **not allowed** anywhere in the building or in the sculpture garden.

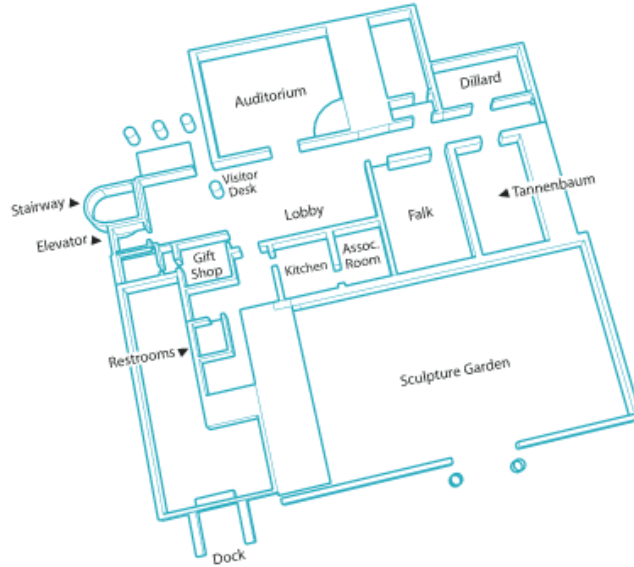
Tableware and Linens: All tableware and linens must be provided by a caterer or the reserving group. The Contact Person (or his/her designee) must be present for the delivery and pick-up of rentals. Museum staff are unable to assist with rental deliveries or returns. All rental equipment must be broken down and placed in the Association Room for scheduled pick up on the following day.

Vendors: The Contact Person is responsible for informing all vendors and caterers of the Rules and Conditions for Use for the Weatherspoon Art Museum.

IV. Facility and Fees

Deposit: A deposit of \$150 is required for each unaffiliated group event. A deposit of \$50 is required for each UNCG affiliated group event. Any group that cancels its event with less than a 48 hour notice will forfeit the deposit.

Space Rental Fees:



<u>Space</u>	<u>Capacity</u>	<u>External Non-Profit Fee*</u>	<u>External For-Profit Fee*</u>	<u>UNCG Affiliated Fee</u>
Atrium	61 (seated at tables) 100 (seated); 234 (standing)	\$300	\$500	\$100
Auditorium	154 (seated); 170 (with added chairs)	\$300	\$500	\$125
Dillard Room	50 (seated/standing)	\$150	\$250	\$50
Association Room	25 (seated/standing)	\$75	\$100	\$40
Sculpture Garden	175 (seated); 300 (standing)	\$400	\$600	\$200

Equipment Rental Fees:

<u>Item/Quantity available</u>	<u>External Groups</u>	<u>UNCG Affiliated Groups</u>
6' rectangular tables (12)	\$4	\$2
Red cushioned chairs (140)	\$2	\$1
Easels (3)	\$2	\$1

Additional Service Fees for all groups:

Security, per hour per guard for after-hour events	\$25	
Housekeeping, per hour per housekeeper for after-hour events	\$20*	*Additional fees on Fri. and Sat. nights
For any A/V equipment left turned on	\$100	