

**Policy for the Exceptional Use of Snite Museum of Art Galleries, Entrance Atrium, Annenberg Auditorium, and Courtyard (Policy Initiated in November 2004; Last Updated March 9, 2017)**

**Please read these policies before filling out and submitting your Snite Museum Event Request Form to ensure the Museum is the correct venue for your event.**

**INTRODUCTION**

The Snite Museum of Art, University of Notre Dame, dedicates its staff and resources, and serves its audiences in accordance with its mission:

*The Snite Museum of Art provides opportunities to enjoy, respond to, learn from, and be inspired by original works of art. As a department of the University of Notre Dame, the Museum supports teaching and research; creates and shares knowledge; celebrates diversity through the visual arts; serves the local community; and explores spiritual dimensions of art.*

Programs consistent with the arts education mission of the Snite Museum of Art are welcomed and, when possible, supported by Museum staff, facilities, and financial resources. **Reimbursement to the Snite Museum for actual costs will be requested** (i.e., museum security personnel, museum staff overtime, catering, housekeeping, projectionist, etc.).

Other UND academic programs that support the broader education mission of the University will be allowed use of the museum spaces, as scheduling permits, **and they too will be asked to reimburse the Museum for actual costs** (i.e., museum security personnel, museum staff overtime, catering, housekeeping, A/V tech/projectionist, etc.) and may be asked to pay the \$250 rental fee per space used.

Non-academic events requested by UND units or affiliated organizations will be charged for actual reimbursable expenses, plus a rental fee of \$250 per space used.

**The following are NOT allowed in the Museum:** sit-down meals, fund-raising events for other organizations, commercial activities, private parties, political events, weddings, and wedding receptions.

**Actual costs for which reimbursement may be required for any UND academic or non-academic event in the Museum are:**

--MUSEUM SECURITY STAFFING CHARGES: The ND Security and Safety Department is responsible for opening and closing the museum, and staffing it when the building is in use. The Security Coordinator for the museum, Capt. Daniel Kavanaugh, requires reimbursement for his staffing expenses for any events scheduled outside of the Snite Museum's normal public hours of 10:00 a.m. to 5:00 p.m. Tuesday through Friday and 12:00–5:00 p.m. on Saturday and Sunday. Security staffing charges in 2016-17 are about \$90/per hour for the minimum of three guards/hour from 5:00 p.m. until the museum is cleared after the event and ready to be alarmed.

Charges for Notre Dame Security services will be billed separately to the originating organization based on the FOAPAL number included on the request form submitted to the Snite Museum of Art. They do not accept checks from a student or student associations ---only departmental FOAPAL numbers.

--A/V EQUIPMENT AND TECH STAFFING: The state-of-the-art audiovisual equipment and sound system in the Annenberg Auditorium are available for use. Depending on the equipment needed and complexity of your audiovisual presentation, we may require that you pay the hourly rate for an ND OIT events/conferences staff person to provide your guest speakers with technical assistance and operate our equipment. The Museum staff will schedule the tech staff member through Denis Lindquist, OIT Administrative Support Services, at 631-6423. The estimated hourly rate is \$50 per hour per technician with a two-hour minimum (\$100 minimum).

--HOUSEKEEPING: Friday and Saturday events may require a \$117 housekeeping charge to ensure that galleries and rest rooms are cleaned and ready for use by weekend museum visitors.

--USE OF THE PIANO IN THE AUDITORIUM: The ND Music Department owns the grand piano stored in the room adjacent to the Annenberg Auditorium stage. If you want to use it during your program you must get their advance permission by contacting Noelle Elliot, (631-2325). They will schedule the tuning for you. The tuning fee is about \$100 and billed using the FOAPAL number on the request form.

---RENTAL FEE PER MUSEUM SPACE USED: In addition to reimbursement for actual costs, a rental fee of \$250 per space used will also be collected for any non-academic use of the Snite Museum by a unit of the University (department, institute, student association, etc.). This includes non-academic use of the auditorium, courtyard, or entrance atrium/decorative arts gallery. The Museum Director has the final authority concerning all charges related to use of the Museum.

Activities unrelated to the Museum or University academic mission will be disallowed or be required to pay a fair market fee (\$2500), plus actual costs (i.e., security personnel, staff overtime, catering, housekeeping, projectionist, etc.). These types of events are a benefit of Museum membership and, if necessary, the fee will include a membership in the Friends of The Snite Museum of Art. Following the education mission of the Museum, these events may require a welcome by a Museum staff member and/or tours of the galleries.

**In terms of scheduling---MUSEUM PROGRAMS ALWAYS HAVE PRIORITY OVER NON-MUSEUM ACTIVITIES.**

Use of the auditorium, entrance atrium, courtyard and/or galleries by others is subject to the final approval of the directors, who will take into consideration the Museum's programs, space availability, staff availability, the special security and environmental needs of an art museum, and to the timeliness of the request.

**Requests will only be considered when made at least four (4) weeks in advance and in writing, utilizing the Snite Museum Event Request form. Requests are reviewed at least weekly.**

## **MUSEUM POLICIES AND SECURITY AND CATERING REQUIREMENTS**

### **Maximum Space Capacities:**

**Cement Deck of Courtyard: 2,500 lb maximum weight load (no more than 160 people seated at 16 tables, 160 chairs, and a few tables for refreshments, etc.)**

April 1, 2017

Decorative Arts Gallery and Entrance Atrium combined: **160 people standing** plus one bar (two 6 ft. tables side by side) 3-4 tables for the refreshments and up to six high top tables (no seated meals allowed, except in the courtyard)

Annenberg Auditorium: **288 fixed seats**, plus a handicap seating section in the back with room for six guests in wheelchairs and it contains six chairs their companions.

Note: If your actual attendance numbers climb too high during the event, and the size of the crowd begins to jeopardize the artwork's safety, then the Museum's security staff reserves the right to turn away additional guests, or at least restrict the number of new guests entering the Museum building to equal that of those leaving to maintain a safe number of people at the event.

Functions that require food and drink with guests seated at tables on chairs are possible in the courtyard, but you must either rent a tent in case of inclement weather or have an alternate site scheduled. ONLY DURING NON-PUBLIC GALLERIES HOURS AND WITH ADVANCE PERMISSION may you move the event inside the Museum due to inclement weather.

### **Scheduling of Events:**

Events should be scheduled to occur outside of the Museum's normal public hours of 10:00 a.m. to 5:00 p.m. Tuesday–Friday and 12:00–5:00 p.m. Saturday & Sunday.

No event may be scheduled to occur on one of the University's paid staff holidays.

No event may be scheduled to start before 8:30 a.m. or run past 8:30 p.m. to allow catering, security and museum staff to be out of the building in a timely manner.

**No activities are allowed which could interfere with Museum visitors, tours, and students, or that might damage the artwork.** Background music may be played during events, but the sound level must be kept low enough to prevent the artwork in adjacent display cases from vibrating.

**Museum staff and security have the authority to terminate activities during the event, if they consider them to place the collections or visitors at risk. In case of emergency, Museum staff and/or security personnel will assume control of the event and its guests.**

**When considering your event arrangements, please keep in mind:**

- Artwork will not be moved in order to accommodate events,**
- The lighting and heating systems will not be adjusted to accommodate events**
- The Museum walls, ceiling, etc., cannot be decorated for your event,**
- Items in the courtyard (golf cart, sculptures, etc.) will not be moved,**
- No cooking on heated surfaces or any use of open flames (i.e., candles, sterno, etc.) are allowed inside the Museum,**
- and fire exits cannot be blocked.**

**NO Smoking, Open Flames or Use of Heated Cooking Devices:** Smoking, open flames of any kind, or use of cooking equipment such as grills, hot plates, etc., are not allowed inside the Museum. This includes a prohibition of the use of sterno to keep food warm. Instead please consider using "hot boxes" that can be kept in the food preparation area, or warming lamps used on the serving tables.

**FLASH Photography is NOT allowed in the galleries.** This includes images captured by cell phones.

**REQUIRED EVENT REPRESENTATIVE:** The originating organization or department **must** assign a facilitator to the event who will participate in a preliminary event walk-through of the museum

April 1, 2017

space; follow through on all details; and attend the event. If the event is sponsored or organized by a student group, then their faculty advisor must attend the initial meeting with the Museum staff and approve all decisions made by the students.

**Preferably Two weeks (or no later than 7 days) before the event**, please provide to the Snite Museum staff member coordinator for your event:

--the food menu and time when catering will arrive

--suggested layout for the event,

-- and alcohol permission letter from the Office of Student Affairs, if students are to be present

**ANNENBERG AUDITORIUM AUDIOVISUAL EQUIPMENT:** The state-of-the-art audiovisual equipment and sound system in the Annenberg Auditorium are available for use. Depending on the equipment needed and complexity of your audiovisual presentation, we may require that you pay the hourly rate for an OIT Administrative Support staff person to set-up the room and be on hand for any technical assistance. The Museum staff event coordinator will schedule the OIT staff person to handle these duties through Denis Lindquist, Office of Information and Technologies, at 631-6423. Their estimated hourly rate is \$50 per hour per technician with a two-hour minimum (\$100 minimum). Their services will be charged to the FOAPAL you provide in the request form.

There are a limited number of pre-set lighting arrangements for specific activities in the auditorium. **THE LIGHTING IN THE AUDITORIUM WILL NOT BE ADJUSTED. Your program must use one of the preset lighting choices.**

As part of the \$50 per hour (\$100 minimum) OIT Special Event Services fee you may use the lighting system, sound system (it can play music recorded on CDs), digital projector (VHS, DVD, Power Point), portable lectern with built-in microphone and three wireless microphones (3 lapel and 3 hand-held). There are only four channels available, so a total of four is the maximum number of microphones that can be used during an event, e.g., moderator at the lectern with built-in microphone and three panelists using the three hand-held wireless microphones.

Programs in the Annenberg Auditorium that include audio-visual presentations are required to hold a program rehearsal (run through your projected images, sound, lighting, etc.) to assure a final, smooth delivery. Therefore, the speaker and the project director from the originating organization should meet with the Snite event coordinator and the OIT Special Events Services tech person in the auditorium at least 45-30 minutes prior to the program start time.

### **Catering Requirements**

Food is allowed only in the entrance atrium, Decorative Arts Gallery, and the courtyard. **It must be procured from University Catering, University of Notre Dame due to liability concerns---no exceptions.** Please make your catering arrangements with the staff of University Catering, UND, 602 Grace Hall, University of Notre Dame: phone: 631-7859, fax: 631-8690.

Food and beverage service should complement the aesthetic environment of the Museum: the serving table(s) must have tablecloth and skirting, only glass and chinaware are allowed. The following paper or plastic products **may not be used** in the Museum: paper or plastic plates, cups, silverware or tablecloth. Paper napkins may be used.

Your arrangements with University Catering must include the cost of at least one of their staff members to handle the set-up and dismantling of food and drink tables, bar, etc., for your event, and to be present during the event to remove dirty dishes and replenish the food and drink as needed.

**When selecting your menu and table decorations, please note that candles, sterno-type heaters, hot plates/burners, and open flames of any type are not allowed in the Museum, and if used in the courtyard there must be a fire extinguisher near any food station using an open flame. You may not cook food items in the Museum.** Acceptable options for keeping food cooked elsewhere warm during an event in the museum are heat lamps on the buffet table and hot boxes (warming ovens) that can be plugged into a wall outlet in the food prep area.

### **UND Alcohol Policy**

In those circumstances where the University serves as host and where graduate or undergraduate students are present, alcohol may be provided only when appropriate measures are taken to ensure moderate and legal consumption.

Unless the event is held in an appropriately licensed on campus facility (such as Legends or the Morris Inn), the approval of the Office of Student Affairs is required. Among other requirements, approvals will normally only be granted when:

- i. all participants in the event are of legal drinking age,
- ii. at events at which a licensed bartender is responsible for the service of all alcoholic beverages, and
- iii. substantial food and non-alcoholic beverages are also provided.

The Museum must receive a copy of the Office of Student Affairs' letter of approval before the event takes place.

**If you plan on serving alcohol, note that a liquor license request must be submitted to the State of Indiana at least 15 business days in advance of the event.**

University Catering and the Museum Directors will have final say on determining if the range and amount of food offered is enough to be served with alcohol. It must be served by a licensed bartender hired through the University Catering, who is assisted by at least one catering staff assistant.

**Parking and Access to the Museum:** Monday through Friday during normal business hours museum visitors may park in the C1 parking lots located on the south side of campus, in any lot without a gate or any staff/faculty lot after the gates are raised at 4:45 p.m. They may also elect to park in the Compton Family Ice Arena lot and ride the south campus shuttle bus to McKenna Hall on Notre Dame avenue then walk to the Museum from there.

There are a few handicap and one-hour visitor parking spots to the east of the Museum front entrance on Moose Krause Drive by both Decio Hall and the Hank Family Center for Environmental Sciences.

On Saturday and Sunday, and during the week after 4:45 p.m., visitors may use the staff and faculty B1 parking lot, located just south of the football stadium (these are not available on home football game Saturdays).

If you want to proceed with holding your event in the Museum, then next fill out and submit the Snite Event Request Form (PDF); a separate document.

April 1, 2017