

**Standard Policies for the Use of Snite Museum of Art  
Entrance Atrium, Annenberg Auditorium, and Dillon Courtyard**

**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.**

**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.**

## **INTRODUCTION**

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

- 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.
- Other UND academic programs that support the broader education mission of the University will be allowed use of the museum spaces as scheduling permits.
- **EVENTS SHOULD END AT 7:00 p.m. and all guests, performers, vendors, etc., out by 7:30 p.m.**

**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.

**Reimbursement to the Snite Museum for actual costs will be requested** (i.e., museum security personnel, museum staff coordinating and overtime, catering, housekeeping, projectionist, etc.) and a rental fee of \$250 per space used.

**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.

- Security staffing charges in 2021-22 are about \$90/per hour for the minimum of three guards/hour from 5:00 p.m. until the museum is cleared of guests and ready to be alarmed.
- Charges for Notre Dame Security services will be paid by the UND unit hosting the event through 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 Amanda Mast, OIT Administrative Support Services, at 631-6423 and your unit will pay via the FOAPAL number on your Event Request Form after your request is approved and scheduled.

Their 2021-22 hours rates are (two hour minimum):

\$50/hour Monday-Saturday 8:00 a.m. to 6:00 p.m.

\$65/hour after 6:00 p.m. Monday – Saturday

\$75/hour on Sundays and Federal Holidays

HOUSEKEEPING: Friday and Saturday events require a \$150 housekeeping charge to ensure that galleries and rest rooms are cleaned and ready for use the next day by museum visitors.

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-arts related events, or any non-academic use of the Snite Museum by a unit of the University (department, institute, student association, etc.).

This includes 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.

## 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.**)

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.

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 six chairs for 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.

### Scheduling of Events:

Events should be scheduled to **occur during the Museum's normal public hours** of 10:00 a.m. to 5:00 p.m. Tuesday–Friday and Noon–5:00 p.m. Saturday. Thursday evening events may conflict with Snite Museum Thursday events.

- No event may be scheduled to occur on one of the University's paid staff holidays.
- No Tuesday through Friday event may be scheduled to start before 8:30 a.m. or run past 7:00 p.m. and Saturday events should not start before noon or run past 5:00 p.m.
- These rules are to allow catering, security and museum staff to be out of the building in a timely manner and allow museum security staff a full night's rest before they have to return to work the next day.
- **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 such as 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.

**FLASH Photography is NOT allowed in the galleries, nor is the use of tripods.** 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 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 time when the food and catering staff are scheduled to arrive
  - The suggested layout for the event,
  - The alcohol permission letter from the Office of Student Affairs, if students are to be present

**USE OF THE 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. (see their current hourly rates on page 2).

There are a limited number of pre-set lighting arrangements for specific activities in the auditorium. **Your program must use one of the preset lighting choices;** the lighting will not be adjusted.

- As part of the hourly OIT Special Event Services staffing fee you may use the lighting system, sound system (it can play music recorded on CDs), digital projector (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

For the requests to be considered for an Alcohol Exception the following shall apply:

- All participants in the event are of legal drinking age,
- Few exceptions are made when undergraduate students are in attendance
- All events have a licensed bartender who is responsible for the service of all alcoholic beverages hired through the University Catering, who is assisted by at least one catering staff assistant.
- Substantial food must be provided (**not just cheese and crackers**).
- The event is of limited duration
- Non-alcoholic beverages will be offered as alternative refreshments for guests
- The consumption of alcoholic beverages will take place only in the location specifically reserved for the event
- Requests for exceptions to the University's Alcohol Policy from **Student Groups** must have the approval from the Office of Student Affairs, Associate Vice President of Student Development. Start the process by submitting a request with the Student Activities Office for the event and send a letter to the Office of Student Affairs, Associate Vice President of Student Development and copy their assistant detailing all of the conditions of the proposed event.
- All other requests for exceptions to the University Alcohol Policy must have an approval from the Office of the Provost.

- The Museum must receive a copy of the letter of approval from either Office of Student Affairs or the Office of the Provost 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.

If you want to proceed with holding your event in the Museum, then please fill out and submit the Snite Event Request Form (PDF); a separate document no later than 4 weeks before the date of the requested event.

**(Policy Initiated in November 2004; Last Updated June 4, 2021)**