Facilities Rental Policies and Regulations

The Facilities Rental Policies and Regulations of The Jule Collins Smith Museum of Fine Art at Auburn University, reflects the museum’s mission of conserving, protecting and exhibiting. The policies have been approved by the Auburn University Board of Trustees and the Jule Collins Smith Museum of Fine Art Advisory Board. In order to maintain the integrity and purpose of this cultural institution, rental events must not interfere with normal working conditions of the museum or in any way threaten the museum’s permanent collection or traveling exhibitions in the museum’s care.

If necessary, a pre-event meeting, involving the JCSM Special Events Coordinator, Museum Catering Manager, Museum Security, the renter and any outside vendors should take place prior to the event.

AIR CONDITIONING: Existing conditions for the museum’s heating, cooling and humidity must remain unchanged; are determined in accordance with highly specialized museum requirements.

ANIMALS other than guide dogs are prohibited in the museum.

ART: Art may not be touched by anyone at any time. Décor or equipment must not necessitate the moving of works of art or affect their appearance. Also, see guidelines for photography.

BAGS/CONTAINERS: Handbags, backpacks, tote bags, containers or boxes will not be allowed into the museum without prior approval of museum security. Containers that are allowed to enter the museum will be checked by security when exiting the building.

CANDLES: Votives and hurricanes are permitted as long as the glass extends 3 inches above the flame. Smoking, open flames, unshielded candles, sky lanterns, brazier and pyrotechnics are prohibited in and around the museum.

COAT ROOM: A coat room is located in the lobby. An attendant may be arranged through the Special Events Coordinator. The museum shall assume no responsibility for items left in the coat room.

DECORATIONS/EQUIPMENT: Extreme care must be exercised to protect works of art and exhibitions. No unauthorized equipment may be brought into the museum or onto museum grounds. All equipment (pianos, meeting materials, signs, etc.) and décor are subject to museum approval. Décor or equipment must not necessitate the moving of works of art or affect their appearance; must remain at least 6 feet from any work of art (a sufficient stance far from works of art so damage will not occur should equipment/décor fall) and 3 feet from wall or cabinetry; must not be leaned against walls; and, are not permitted in exhibition galleries (other than Grand Gallery) at any time. Nails, staples or tape may not be used on floors, walls or surfaces. All decorations and signs must be freestanding. Confetti, rice, birdseed, balloons, flammable props, airborne streamers, smoke or live animals are not permitted in the museum or on museum grounds. White flower petals are allowed to be thrown outdoors only and must be removed within one hour after the event. Decorative items deemed unsafe by museum staff will be removed. The museum’s assessment of risk is final. All equipment and décor must be removed within one hour after the departure of the last guest.

DELIVERIES: Deliveries must be coordinated through the Special Events Coordinator and directed to the loading dock. Museum staff is not responsible for assisting with loading, lifting or carrying equipment.

DOORS: Due to the threat of insect infestation and climate/humidity factors that could damage works of art, propping doors in the open position or running cords or wire through a doorway is strictly prohibited.

DRESS CODE: All guests, including children, must wear shirts and shoes at all times.

FOOD/ALCOHOL: Food and alcohol brought onto museum premises must be supplied by authorized vendors.

FLOWERS/PLANTS/MATERIALS: Certain materials are prohibited in the museum because they may harbor and/or attract insects which endanger works of art. They include: live plants, fruit, hollow reed basketry material, old bamboo, driftwood, cacti, birds/insects nests, logs and large branches. Cut flowers, provided by a florist are allowed in the grand gallery and café. Setup by florist may begin at 4:00 p.m. All flowers must be removed within one hour after the departure of the last guest. No flowers are permitted in the galleries other than the Grand Gallery.

GALLERIES: Food and beverages are not permitted in the galleries (excluding Grand Gallery). The museum reserves the right to close the galleries at any time during an event. At no time may anyone touch the art.

INVITATIONS/PRINTED MATERIAL: The words “The Jule Collins Smith Museum of Fine Art” must be used to describe the location of your event. It must not appear that the museum is sponsoring the event. No works of art from the
museum’s collections or exhibitions or the museum’s logo are to be mentioned or duplicated in print or electronic media
without prior consent of the museum. The Special Events Coordinator must approve all printed material associated with
events.

LIGHTING: The lighting of the museum is not to be disturbed. Any alterations or additions to indoor or outdoor
lighting must be approved by museum staff and meet required electrical standards.

MUSIC: Music that does not require amplification or electrical outlets will be allowed inside the museum (small
keyboards and organs are allowed). As an owner, JCSM will always be in charge of the music amplification level. Music
requiring amplification or electrical outlets will be permitted on the outer grounds of the museum and on the terrace. Please
be sensitive of our residential neighbors. DJ/ Band will be asked to turn music off at 10:30 pm.

OBSTRUCTIONS: All exits, stairways, hallways, and the entrance lobby must remain free of obstructions.

OUTDOOR EVENTS: Equipment and décor must remain 10 feet inside the sidewalk surrounding the lake. Guests
are asked to stay in the vicinity of their rented space.

PARKING: Parking is available in the parking lot adjacent to Woodfield Drive (101 spaces) and in the unpaved lot
on the South Grounds (70). Parking in any other area is prohibited unless approved by the museum staff. Events contracted
for 200 or more will incur the costs of hiring of valets through the Marketing and Events Manager to facilitate parking.

PHOTOGRAPHY: Works of art are protected by U.S. copyright laws and may not be photographically or digitally
reproduced or duplicated without prior written consent of the museum. All photographers will be required to sign a
Restrictive Area Agreement prior to event. Photographic portraits may be made during your event in the main Lobby,
Rotunda, Terrace or Gardens or in approved locations in the Grand Gallery. At no time may a work of art be photographed as
a back drop or as part of a photograph. Please also note Auburn University’s Photography/Videography Policy.
http://ocm.auburn.edu/policy/. Photographers are required to obtain a permit from AU in order to photograph at JCSM.

SECURITY: Security officers are provided for the public safety of the renter’s guests as well as the safety of the
museum and its contents. Security officers are under the direct supervision of the museum and cannot receive instructions
from anyone other than museum personnel. Failure to comply with orders of a security guard may result in the immediate
ejection of the renter and guests. The renter is responsible for the conduct of his/her representatives and guests while on the
premises. The renter and guests shall comply with and abide by the laws of the United States and State of Alabama, all State
and Federal Boards and Bureaus, the Ordinances of the City of Auburn, Lee County, the Fire Department, Board of Health
and the Museum. Any violation will result in immediate contact of the proper authorities and/or cancellation of the event.

SERVICE PERSONNEL: All service personnel must enter and exit through the loading dock and service elevator.
Use main entrance only with permission from museum staff.

SETUP/TAKE-DOWN: Set-up for an inside event may begin at 3:00 p.m. Setup for an outside event may begin 5
hours prior to the event. Take-down of an event must begin no later than the end of the public rental period immediately after
the last guest exits the premises. Take-down and clean-up for an evening event must be completed within 1 hour. All events
must be over by 11:00 pm.

SIGNAGE: Signage, including outdoor signage, may be placed in museum stands or on tables. The museum does
not allow any signage or décor to be affixed to any interior or exterior surface of the museum. Banners, flags or blimps are
prohibited.

SMOKING: Smoking is not permitted inside the museum. Auburn University is a Smoke-Free campus. This
includes but is not limited to all premises in and around the museum.

A COPY OF THE SIGNED CONTRACT MUST BE PROVIDED TO ANY VENDORS, PLANNERS AND ANYONE ELSE ASSOCIATED WITH
THE EVENT TO INSURE THEY ARE FAMILIAR WITH THESE GUIDELINES.

IN WITNESS THEREOF, the undersigned has executed and delivered this Agreement as of the date shown below.

BY ______________________________________________________________

(NAME OF RENTER OF THE FACILITY OR AUTHORIZED AGENT – PLEASE PRINT)

____________________________________________________________

(BUSINESS TITLE) (COMPANY / AFFILIATION)

CONTRACT DATE ______________________________________________________________________

DATE OF EVENT ____________________________ TIME OF EVENT _______________________

RENTER’S ADDRESS ______________________________________________________________

RENTER’S PHONE NUMBER _______________________ FAX NO. ______________________

EMAIL ___________________________________________________________________________ DATE SIGNED ________________