



## AUBURN UNIVERSITY

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JULE COLLINS SMITH  
MUSEUM OF FINE ART

### Facilities Rental Policies and Regulations

Updated 2/10/16

The Facilities Rental Policies and Regulations of *the Jule Collins Smith Museum of Fine Art, Auburn University*, reflects the museum's mission of conserving, protecting and exhibiting. 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; climate control is 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 be subject to inspection by museum security. Containers that are allowed to enter the museum will be checked by security when exiting the building.

**CANDLES:** While open flame candles are not permitted inside the building; electronic flameless candles are allowed. **Smoking, open flames, sparklers, 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.

**CROP ROTATION:** Guests are strictly prohibited from entering the AU Cullars Crop Rotation.

**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 and bio-degradable confetti 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 by the end time stated on your contract.

**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 for decor, 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 3:30 pm on the day of your event.** All flowers must be removed by the end time stated on your contract. 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 handle, touch, or remove the art.**

INVITATIONS/PRINTED MATERIAL: The words **“Jule Collins Smith Museum of Fine Art, Auburn University”** 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.**

ITEMS LEFT: JCSM is not responsible for items left at the museum. Items will be held for pick up for only 30 days after the contracted event date.

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: The city noise ordinance requires that your **DJ/band stop their performance at 10:30pm.** As an owner, JCSM will always be the arbitrator of music amplification level so as to not endanger the art.

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 pre-approved by the museum staff. Events contracted for 250 or more guests will incur the cost of hiring additional security guards to direct 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. Only select works of art may be part of a photo back-drop. The Special Events Coordinator will inform you as to what those pieces are. 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 pm on the day of the event.** Set-up for an outside event may begin 5 hours prior to the event. **Take-down and clean-up for an event must be finished by the end time stated on your contract. 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, balloons, 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 \_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_  
(Signature of Renter) (Date Signed)