MUSEUM OF THE ROCKIES

touch history

~ For Office Use Only ~
Date Deposit Paid:
Balance Paid:
Proof of Insurance:
Event Coordinator:

Museum of the Rockies Facility Use Agreement

Thank you for selecting the Museum of the Rockies for your upcoming special event. To ensure its success, the following policies have been established. The Museum asks that you read, understand, and respect these policies. As signatory, you are responsible for knowing and abiding by these regulations and will be accountable for any infractions that may occur. At least one Museum staff person will serve as the Event Coordinator and will be present at all times during the event to assist you. For questions or to book a reservation, please contact Amber Udelhoven at 406.994.6223 or morrental@montana.edu.

Name of Group and Event Name:

Name of Contact Person:

Phone Number:

Email Address:

Mailing Address:

Date(s) of Event:

Hours of Actual Event:

Expected Group Size:

Time Doors Should Open for Event:

Time Needed for Setup & Cleanup (30 minutes of each is included in room rental fee, refer to Event Set Up/Clean Up Conditions 13-14, which follow):

Name of Event Host (must be an adult representative of the booking party/organization who will be present at all times during the event and is responsible for the conditions detailed in the General Conditions 1-8):

Has the Event Host visited the desired Museum rental space? ☐ Yes ☐ No

Name(s) of Event Representatives (in addition to Event Host, refer to General Condition 8 for details):

Event Details (please note if event is private/public, type of event, and name of speaker or topic if public lecture):

Facility Rental Spaces

Spaces are available to rent at a two-hour rate, with additional time charged on a by-hour basis. Availability of some spaces is dependent on our public hours—spaces open to paid visitors are not generally available during the business day—and the traveling exhibition schedules. For more information, please contact Amber Udelhoven at morrentals@montana.edu

Business Hours:	Mon-Fri 9am-5pm	
Visitor Hours:	Winter (through Memorial Day)	Mon-Sat 9am-5pm; Sun 12:30-5pm
	Summer (Memorial Day-Labor Day)	Daily 8am-8pm

ALL RENTAL RATES ARE FOR A TWO-HOURPERIOD (unless otherwise noted), WITH AN ADDITIONAL 30 MINUTES BEFORE AND AFTER EVENT INCLUDED FOR SET UP AND CLEAN UP

	M-F 9am-5pm	Each Additional Hour	Before 9am After 5pm Weekends	Each Additional Hour
☐ Hager Auditorium	$125	$25	$350	$100
(Theater seating for 215; equipped with a podium and one 4' table for laptop on stage)				
☐ Hager + Bair Lobby	N/A	N/A	$625	$150
☐ Bair Lobby	N/A	N/A	$500	$100
(Accommodates 150 standing, 80seated)				
☐ Lower Lobby	N/A	N/A	$100	$50
(Accommodates 80 standing, 40seated; equipped with four 60" rounds and 16 chairs)				
☐ Redstart Classroom	$50	$25	$100	$50
(Accommodates 125 standing, 80 seated; equipped with ten 60" rounds, one 8', one 4' trapezoid and 80 chairs)				
☐ Janke Board Room	$50	$25	$100	$50
(Accommodates 28 seated, equipped with one large conference table and 28 chairs)				
☐ Seminar Room	$50	$25	$100	$50
(Accommodates 30 seated; equipped with six 6' tables and 30 chairs)				
☐ Any two meeting rooms	$75	$35	$150	$75
☐ Redstart Classroom ☐ Janke Board Room ☐ Seminar Room				
☐ Galleries (upon availability)	N/A	N/A	$200/gallery	$50/gallery
☐ Enduring Peoples ☐ History Hall ☐ Back ☐ Front ☐ Dinosaur Complex				
☐ Access to All Exhibits	Standard Group Rate*		$1,500 flat rate**	

*$1 off price of each individual admission; call 406.994.2251 for admission rates.
**For two hours; up to 250 people.

	M-F 9am-5pm	Each Additional Hour	Before 9am After 5pm Weekends	Each Additional Hour
☐ Taylor Planetarium	N/A	N/A		
(Theater seating for 100)				
☐ Regular Feature	N/A	N/A	$250 flat rate	
☐ Laser Feature	N/A	N/A	$500 flat rate	
☐ Bair Plaza	N/A	N/A	$400	$150
(Accomodates 50 standing or seated; equipped with 8 patio tables and 50 patio chairs)				
☐ Tinsley House	N/A	N/A	Case-by-Case Basis	
(Accommodates 25 standing, 19 seated; equipped with two 6' tables and 19 chairs)				
☐ Museum Grounds	N/A	N/A	Case-by-Case Basis	
☐ Entire Museum	N/A	N/A	$3,000 flat rate	

Includes all five galleries—Siebel Dinosaur Complex, Enduring Peoples, Paugh History Hall, Front, Back—the Bair and Lower Lobbies, Hager Auditorium, and three lower meeting rooms. Four hours with a maximum capacity of 300 people.

Prices effective September 2011.

Are tickets being sold/reserved for the event?

☐ Yes ☐ No

The booking party is solely responsible to ensure adequate staff is present to distribute or collect tickets; Museum staff members cannot be used for this effort. Please refer to General Condition 8.

If Yes, cost per ticket: _____ Date tickets go on sale: _____

Location tickets being sold: _____

Phone number or website for more ticket information: _____

Will food be involved? ☐ Yes ☐ No

If yes, caterer's name: _____

Food to be offered (i.e. seated dinner, hors d'oeuvres): _____

The Museum does not provide catering services; we can provide recommendations. Please refer to Food and Beverage Conditions 9-12 for additional stipulations.

Will alcohol be involved? ☐ Yes (additional form required) ☐ No

If yes, vendor's name: _____

Alcohol to be offered (i.e. wine, beer, hard liquor): ☐

The Museum does not provide bartending services; we can provide recommendations. Please refer to Food and Beverage Conditions 9-12 and note that red wine may only be served and consumed in the Bair Lobby and the Redstart Classroom.

Additional equipment or furniture needed (please check all that apply):

Upon availability, these items can be reserved with at least one week notice prior to the event date, at no additional charge unless otherwise listed. Note that some rental spaces come equipped with tables and chairs. The Museum does NOT rent or loan laptop or desktop computers; you must bring your own if needed. The Museum also does NOT provide or rent table linens. Additional media can be rented from MSU Media Services at 406.994.6461. Equipment cannot be taken or used outside.

☐ LCD Projector*
(1 existing; $50/day, fee waived in Hager Aud.)

☐ Overhead Projector,# needed ☐
(2 existing; $15/day)

☐ TV/VCR/DVD Combo
(1 existing; $50/day)

☐ Standing White Projection Screen
(1 existing; 4' L x 4' H; unneeded in Hager)

☐ Blu-Ray Player
(1 existing; only available in Hager Aud.)

☐ White Dry Erase Board
(1 existing; dimensions: 68" L x 44" H)

☐ Electrical Outlets,# needed ☐
(Availability depends on space rented)

☐ Podium with Microphone
(1 existing)

☐ Non-folding Chairs,# needed ☐
(20 existing)

☐ 60" Round Table; # needed ☐
(10 existing; seat max. of 8 each)

☐ 8' Rectangle Table; # needed ☐
(8 existing; seat max. of 10 each)

*Will you be connecting a Mac laptop to the LCD? ☐ Yes ☐ No (if yes, bring your Mac to VGA adaptor)

Is Windows VISTA your operating system? ☐ Yes ☐ No

Will furniture or equipment rentals be made through a third-party? ☐ Yes ☐ No
(Refer to Event Set Up/Clean Up Condition 15.)

If yes, please describe:

Name of rental company:

Requested time for rental deliveries:

Are products or services being sold at the event? ☐ Yes ☐ No

Advance permission from the Museum is required. The booking party is responsible to provide representatives to staff the sale table and collect money; Museum staff members cannot be used for this effort.

If yes, description of item(s):

Price of Item(s):

Phone number or website for more product information:

Applicable discounts (applies to total rental charge; discounts cannot be combined):

General Discounts:

☐ Montana State University Entity—10% ☐ 501 (c)(3) Non-Profit Organization—10%

Museum of the Rockies Business Members:

☐ Associate or Sponsor—10% ☐ Underwriter—15%

☐ Director's Circle or Director's Guild—20%

Museum of the Rockies Facility Use Agreement

It is agreed that:

General Conditions

1. Reservations for use of the Museum facilities are accepted on a first-in basis provided that the facility and adequate staff are available. Reservations are not confirmed until both a member of the Museum staff and the event host have signed a copy of the Museum's Facility Use Agreement and a 25% deposit has been paid by the booking party. (The remaining rental balance is due within 30 days after the event date.) Events will not be allowed that, in the judgment of the Museum, could disrupt or conflict with the primary use of the building as a public museum or that could be inconsistent with the Museum's mission. The Museum of the Rockies will review applications on a case-by-case basis and apply its rental policies, which are consistent with those of Montana State University, the State of Montana, and the Board of Regents. Use of the Museum facilities shall not be considered as endorsement or approval of the activity, group, or organization hosting the event, nor for the purposes it represents. If the booking party is new to the Museum a walk-through of the facility is required no less than two days prior to the event date (or if an out-of-town party, no less than two hours before event start time).

2. Space rental fees are per the current rate schedule on page 2 of this agreement and are dependent upon business versus non-business hours (as explained on page 2).

3. No smoking is permitted inside of the museum.

4. The Event Host assumes all liability for any personal injury to any member of the group in attendance which may occur during, or result from, the use of the property. The Event Host agrees to defend, indemnify, and hold the Museum harmless from any such liability.

   The Museum is not responsible for damages to personal property or loss of personal property which may occur during the use of the premises. The Event Host hereby releases the Museum, their agent and employees from any claims or losses arising from theft, damage, or destruction of any equipment, personal property, or effects upon the premises or facilities used by the Event Host or attendees. The Event Host agrees to defend, indemnify, and hold the Museum harmless from any such liability.

   The Event Host assumes all financial responsibility for damage to or loss of Museum property. The Event Host will be charged for and will reimburse the Museum for any and all damages to the facilities and/or the equipment caused by itself, its employees, or participants in the event.

The Event Host will maintain comprehensive general liability insurance including bodily injury, personal injury, and property damage, with limits not less than $1,000,000 per claim and/or $2,500,000 per occurrence. The Event Host's insurance shall be the primary insurance and any insurance or self-insurance maintained by the State of Montana or the Museum shall be in excess of the Event Host's insurance and shall not contribute to it. The Event Host shall name the Museum as an additional insured party and shall provide a certificate of insurance no later than 10 days prior to the date of the event (not necessary if entity of Montana State University).

5. Prior to the event, a designated Museum staff person will need to approve any requests for special Museum services such as electrical outlets, electronic equipment, tables, chairs, etc.

6. For certain events, a copy of the guest list may be requested. Any changes which could impact Museum preparation (including number of guests, time of event, special needs, etc.) must be communicated to the Museum contact as soon as possible and must be approved. The Museum of the Rockies reserves the right to restrict any procedures or activities as necessary for the protection of the Museum and its exhibits.

7. The Event Host is responsible for the behavior of his/her guests. The Museum reserves the right to request that the Event Host expel any visitor acting in a manner that might threaten the well-being of other individuals, artifacts, exhibits, or the building facilities.

8. According to the group size, the Event Host must provide adequate staffing for the event according to the specifications below. Event representatives need to manage activities such as ticket collection and sales, crowd management (turning away guests if the event is sold out), and exhibit protection (ensuring guests do not bring food and beverage into our exhibit spaces).

   1-25 guests = 1 representative
   25-100 guests = 2 representatives
   100-300 (capacity) = 4 representatives

Food and Beverage Conditions

9. Food and beverages are permitted only in pre-designated areas, namely the Bair Lobby, Lower Lobby, Redstart Classroom, Harry H. Janke Board Room, and Seminar Room. Please note that service and consumption of red wine is permitted only in the Bair Lobby and the Redstart Classroom areas.

10. All food must be supplied, prepared, and served by certified caterers. The Event Host will be responsible for any injury, sickness, or other problems which result from the handling, storage, or consumption of any food or beverage by the guests.

11. All alcohol must be supplied, prepared, and served by licensed bartenders. Alcohol may not be served at any event unless the Event Host has received specific approval from Montana State University to serve alcohol by completing and submitting an Alcohol Request Form online at http://www.montana.edu/ufs/catering/request. Approval is not guaranteed and request forms must be submitted to Auxiliary Services (Hedges Complex Room 26) at least three weeks prior to the event date. Questions regarding the Alcohol Request Form should be directed to Auxiliary Services at 406.994.2661.

12. Questions from certified caterers regarding available facilities and restrictions should be directed to the Museum's Event Coordinator contact.

Event Set Up/Clean Up Conditions

13. Event set up may occur 30 minutes prior to the start of the event at no additional charge; if additional set up time is necessary an hourly overage rental rate will apply as denoted on page 2 of this agreement. The Event Coordinator will ensure the requested equipment is located within the rental space and put away after the event; it is the responsibility of the Event Host and Event Representatives to arrange the furniture as desired within the rental space unless previously agreed upon with a Museum staff person. No Museum furniture or objects may be moved into or out of the rental space without the prior approval and supervision of the designated staff person. No decorations or materials of any kind may be attached to walls, ceilings, doors, or windows without written permission of the Museum. No candles are allowed on the Museum premises.

14. The Event Host and Event Representatives are responsible for removing all materials and food off the tables and either disposing of them in the provided trash receptacles or removing them from the rental space. The Event Host and Event Representatives are responsible for immediately cleaning any spills; the Event Coordinator can provide the necessary cleaning equipment. Event clean up must be completed within 30 minutes after the end of the event; if additional clean up time is necessary the respective hourly overage rate will apply. If adequate event clean up (as determined by the Museum's Event Coordinator) is not completed before the Event Host departs, an additional expense of the respective hourly overage rate plus an additional fee of $50/hour will be incurred.

15. The Museum has a limited number of chairs and tables available for reservation; no table linens are available through the Museum. Third-party rental companies may be used to rent equipment or furniture not available from the Museum. Deliveries can only be accepted on the day of the event with the advance approval of the Museum, unless previously agreed upon with a Museum staff person.

Museum Staff Conditions

16. All events will be staffed with at least one Security Guard and one Event Coordinator provided by the Museum in addition to the Event Host and Representative(s) provided by the booking party. Some events may require additional security staff as determined by the Museum.

Event Host: _____ Date: _____

Printed Name of Event Host: _____

Please sign and date, then mail, email, or fax an original Facility Use Agreement to:

Amber Udelhoven
Museum of the Rockies
600 W Kagy Blvd
Bozeman, MT 59717
amber.udelhoven@montana.edu
406.994.6223
406.994.2682 (fax)

An invoice will be mailed to the contact named on page 1 of this agreement, and payment of a 25% deposit will be required immediately to confirm the reservation.

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Approved By: _____ Date: _____