



## 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 be present during the event to assist you. For questions or to book another reservation, please contact the Facility Rental Manager at 406.994.6223 or morrentals@montana.edu.

Name of Event:

Name of Group or Contact Person:

Name of Contact Person:

Contact Phone Number:

Mailing Address:

Email Address:

Date of Event:

Hours of Actual Event:

Time Door Should Open for Guests:

Time Needed for Set Up & Clean Up:  
(Refer to Event Set UP/Clean Up Conditions 14-15)

Expected Group Size:

**Name of Event Host and Representatives:** (must be 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 general Conditions 1-9)

Event Details: (Type of event, name of speaker or topic, order of events)

## Facility Rental Spaces

Spaces are available to rent for a minimum of three hours. Availability of some spaces is dependent on Museum public hours - spaces open to paid visitors are not generally available for private events during business hours. For more information, please contact [morrentals@montana.edu](mailto:morrentals@montana.edu).

Business Hours: 8 a.m. to 5 p.m., Monday-Friday

Daily Visitor Hours: Winter (through Memorial Day): 9 a.m. to 5 p.m.

Summer Hours (Memorial Day through Labor Day): 8 a.m. to 6 p.m.

The museum is closed on Thanksgiving Day, Christmas Day, and New Years Day.

**ALL RENTAL RATES ARE FOR A THREE-HOUR PERIOD WHICH INCLUDES 30 MINUTES BOTH BEFORE AND AFTER THE EVENT FOR SET UP AND CLEAN UP**

		M-F 9 a.m.-5 p.m.	EACH ADDITIONAL HOUR	BEFORE 9 a.m. & AFTER 5 p.m. OR WEEKENDS	EACH ADDITIONAL HOUR
	Hager Auditorium	\$360	\$120	\$450	\$150
	Hager & Bair Lobby	N/A	N/A	\$892.50	\$297.50
	Bair Lobby	N/A	N/A	\$600	\$200
	Lower Lobby	N/A	N/A	\$225	\$75
	Redstart Classroom	\$180	\$60	\$225	\$75
	Janke Board Room	\$180	\$60	\$225	\$75
	Seminar Room	\$180	\$60	\$225	\$75
	Galleries	N/A	N/A	\$525/Gallery	\$174/Gallery
		Enduring Peoples	History Hall	Changing Exhibits	Dinosaur Complex
	Access to All Exhibits	Groups over 10	\$1 off each admission	\$2100 flat rate	
	Taylor Planetarium			\$500 Flat Rate	
	Bair Plaza	N/A	N/A	\$450	\$150
	Entire Museum	N/A	N/A	\$3431.25	



## 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 and must be made at least three weeks in advance. Reservations may not be made more than a year in advance. 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 judgement 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. This includes political and religious events as well as fundraisers for other institutions. 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, not 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.
3. On January 1, 2014, the Museum began enforcing a cancellation policy as outlined below:
  - a. For external (Non MSU-Related Events): all cancellations must be in writing and sent to the Facility Rental Manager at morrentals@montana.edu during business hours Monday-Friday 9am -5pm. If the cancellation is made more than 30 days prior to the event date, the 25% deposit will be refunded. If the cancellation is made less than 30 days prior to the event date, the Museum will retain the 25% deposit.
  - b. For internal (MSU-Related) Events: all cancellations must be made in writing and sent to the Facility Rental Manager during business hours Monday-Friday, 9am-5pm. Depending on both the space involved and when the cancellation is made, the following cancellation fees apply:
    - i. The Redstart Classroom, Janke Board Room, Seminar Room and Lower Lobby require a notice of 14 days for cancellation with no penalty. All groups who fail to comply will be charged a cancellation fee of \$60 if the event was to take place during business hours (Classroom, Board Room, and Seminar Room only) or \$75 if the event was to take place after business hours.
    - ii. The Hager Auditorium, Bair Lobby, Taylor Planetarium, Bair Plaza, and any of the Exhibit Galleries (separately) require a minimum of 30 days notice for cancellation with no penalty. All groups who fail to comply will be charged a cancellation fee of \$120 if the event was to take place during business hours (Hager Auditorium only) or \$200 if the event was to take place after business hours.
    - iii. Rentals that involve access to all exhibit Galleries as well as those of the entire Museum require a minimum of 30 days notice for cancellation with no penalty. All groups who fail to comply will be charged a cancellation fee of \$350.
  - c. All groups and organizations will be charged a cancellation/no-show fee for failing to abide by these guidelines unless the user can show that the cause of the late cancellation was for reasons beyond the user's control.

- d. If for some reason your event does not go ahead because no one attends your event, you must notify the Facility Rental Manager at morrentals@montana.edu or 406.994.6223 during the scheduled event time or you may be charged a cancellation fee.
4. No smoking is permitted inside of the Museum or on museum grounds.
5. The Event Host assumes all liability for any personal injury to any member of the group in attendance that 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 that 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 14 days prior to the date of the event (not necessary if renter is an entity of Montana State University).

6. Prior to the event, a designated Museum staff person will need to approve any requests for special museum services such as tables, chairs, electrical outlets, and electronic equipment-including use of wireless audio channels. The following wireless audio channels are used in the Museum and must never be used by rental parties; 614.00/620.00 (Hager Auditorium) and 518.125/518.500 (Planetarium). Additionally, the use of Adobe Flash Player is no longer supported on the smart podium in the Hager Auditorium; any videos that require the Flash plug-in need to be played from a laptop computer with a VGA compatible connection.
7. For certain events, a copy of the guest list may be requested. Any changes that could impact Museum preparation (including number of guests, time of event, special needs, etc.) must be communicated to the Museum's Facility Rental Manager 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.
8. 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.
9. According to the groups 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 or auditorium).
  - 1-25 guests = 1 representative
  - 25-100 guests = 2 representatives
  - 100-300 guests = 4 representatives

### **Food & Beverage Conditions**

10. Food and Beverages are permitted only in pre-designated areas, namely the Bair Lobby, Lower Lobby, Redstart Classroom, 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.
11. All food must be supplied, prepared, and served by certified caterers if it is being made available to the public. The Event Host will be responsible for any injury, sickness, or other problems that result from the handling, storage, or consumption of any food or beverage by the guests.
12. 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://tofu.msu.montana.edu/ufs/alcohol>. 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.
13. Questions from certified caterers regarding available facilities and restrictions should be directed to the Museum's Facility Rental Manager prior to the event.

### **Event Set Up/Clean Up Conditions**

14. Event set up may occur 30 minutes prior to the event at no additional charge; if additional set up time is necessary an hourly overage rental rate will apply as denoted on pages 2 and 3 of this agreement. The Museum's Facility Rental Manager 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 the rental space without the prior approval and supervision of the designated staff person. No decorations or material of any kind may be attached to the wall, ceilings, doors or windows without written permission of the Museum. No candles are allowed on the Museum premises.
15. 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 Facility Rental Manager 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 Facility Rental Manager) is not completed before the Event Host departs, an additional expense of the respective hourly rate plus an additional 450/hour will be incurred.
16. 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 through the Museum. Deliveries may only be scheduled for the day of the event, unless other arrangements were previously made with the Museum's Facility Rental Manager.

### **Museum Staff Conditions**

17. All events will be staffed with at least one Security Guard and one Facility Rental staff 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, and submit to Museum of the Rockies

Facility Rental Manager  
Museum of the Rockies