



Facility Leasing Policy & General Regulations

The Alexandria Museum of Art is a museum for the collection and preservation of visual art. Its first responsibility is to its collection and its programs and the rental may in no way interfere with public hours and/or public visitation. With the limits imposed by their functions and contents, the Museum will grant usage of the facility to individuals or organizations that meet the following criterion:

1. Nonprofit organizations whose purpose is similar to the purpose of the Museum.
2. Governmental Agencies of the United States, State of Louisiana, Parish, or municipality of Alexandria or other Central Louisiana Communities.
3. Other groups or individuals whose proposed use is, in the Board of Manager's opinion, not in conflict with the purpose of the museum.

GENERAL REGULATIONS

1. A written copy of any printed materials using the name of the Alexandria Museum of Art must be approved in advance by the museum. Failure to submit advance copy will be cause for cancellation of the event.
2. The Lessee agrees that the Alexandria Museum of Art shall not be used for sales, fundraising, and political purposes.
3. Charges are based on the TOTAL time the space is used. However, there will be two complimentary hours before event for setup and one hour after for cleanup. Under no circumstances will setup begin prior to the two hour time. If cleanup extends the complimentary one-hour time, a \$200 hourly extended charge will be incurred.
4. All events must conclude before or at time indicated on contract. Under no circumstances will events be allowed to go beyond time indicated on contract due to time scheduled for AMoA employees and security guards, and security system pre-notification. No event shall go past 11pm.
5. At the discretion of the Facilities Manager, should inclement weather occur during leased period of outside area, the party may continue inside the Museum provided the number of guests does not exceed capacity.
6. Food and drink must be catered by a professional caterer approved by the Museum and is restricted to areas designated by the Museum. During some special exhibitions, no food or drinks may be allowed. Caterers must have on file with the Museum a current certificate of both workman's compensation and liability insurance of at least \$1,000,000. **Caterers are responsible for preparation and cleanup to the specification of the Museum and under no circumstances are allowed to leave until the rental party has exited the building.**
7. Alcohol can only be served by someone with an Alcohol License.
8. The Museum reserves the right to terminate the serving of alcoholic beverages at any time. Champagne fountains and/ or beer kegs are permitted in areas approved by Facility Manager.



9. The Facilities Manager must approve arrangements for all deliveries. C.O.D. deliveries will not be accepted.
10. There will be absolutely no smoking within the building.
11. Dressing must be done in the rest rooms. Galleries MAY NOT be used as dressing rooms.
12.
 - a. Small musical ensembles are permitted inside the Museum.
 - b. Music performers may perform outside the Museum; however, performance must cease by 11:00 p.m.
13. In renting the Museum facility, you will take full responsibility in informing those involved with your event that decorations and equipment cannot interfere with the artwork.
 - a. No alteration of the artwork or galleries, including moving of exhibit cases, artifacts or gallery furniture, moving, draping or altering artwork in any way. External/internal signage is not permitted in any way. **NOTE: Artwork on display may contain nudity.**
 - b. Rental of plants must be approved prior to the event.
 - c. No staples or nails may be used to secure decorations to any part of the Museum.
 - d. All borrowed Museum items must be checked out and returned to proper place or stored in designated area approved by the Facilities Manager. If items are not returned, the Lessee will be charged.
14. All rental equipment is to be picked up by 10:00 a.m. of the next business day. The Museum is not responsible for items left after the event.
15. Birdseed, bubbles, silk flower petals, sparklers etc. is not to be thrown indoors/outdoors of the Museum.
16. No open flame candles will be allowed in the Museum.
17. Photography prior to and during an event may be allowed at the discretion of the Facilities Manager. Due to conservation and copyright concerns, **individual works of art may not be photographed.**
18. Lighting levels are adjusted for the conservation of the artwork on display. Dimming or brightening will not be allowed.
19. The Lessee is fully responsible for all loss or damage to building, its contents, artwork, and/or grounds as determined by Museum representatives.
20. Neither Lessor nor Lessee shall be under any liability for failure to fulfill this contract due to acts or regulations of public authorities, civic tumult, strikes, catastrophes, and/or epidemics.
21. Lessee agrees to indemnify the Museum and its staff members against all liability or damage suffered in connection with the use of the facility due to negligence of Lessee or their representatives.
22. Any addition to the activities set forth in the contract must have proper authorization by the Museum.
23. Museum will hire a professional security guard to be on property the entire length of rental. This fee is added to your contracted amount.



DEPOSITS AND FEES

1. Reservations will be taken on a first come, first serve basis. No reservation will be held without a deposit and contract.
2. This contract has been offered to the Lessee upon approval of Lessee's request for use of the facility. It must be signed and returned with a 50% deposit of the total rental fee in order to secure the reservation.
3. A caterer contract must be completed, signed, and returned to the Museum at a minimum of **ten** days prior to the event.
4. If contracts are not returned by the required deadline, the reservation will be forfeited. The remaining balance of the rental fee must be paid **ten** days prior to the event.

REFUNDS

1. Refunds of $\frac{2}{3}$ of the paid deposit will be given on cancellations made within 30 days of booking.
2. After the 30 days, refunds of $\frac{1}{2}$ of the paid deposit will be given on cancellations made more than **ten** days before the event.
3. No refunds will be given on cancellations made less than **ten** days prior to the event.
4. All cancellations must be submitted in written form.