Washington County Museum of Fine Arts

P. O. Box 423, 401 Museum Drive, City Park, Hagerstown, Maryland 21741
301-739-5727 www.wcmfa.org

The Following Policies and Regulations Apply to all Rentals:

I. POLICIES

The Washington County Museum of Fine Arts (hereafter The Museum), acknowledging the unique and attractive nature of The Museum facility and its public service mission, provides facility use for individuals and groups, including profit, nonprofit, and governmental, for purposes and at times that do not conflict with Museum activities or conflict with the mission or operations of The Museum and as long as the purposes and activities of the applicant are legal, and ethical. The Museum welcomes the use of its facilities for events and programs including artistic, cultural, educational, social, business, civic, intellectual, familial, charitable and celebratory. The Museum is fully ADA accessible.

- The Clients and their Vendors, Independent Contractors, and Guests (hereafter referred to as The Client) must respect and abide by The Museum's public safety and security policies and follow the direction of staff or security guards in charge during planning and use of the Museum, respect and protect The Museum's treasured art collections and facilities, sign and return the APPLICATION FOR FACILITY USE and make payments on time.
- The **SCHEDULE OF FACILITY RENTAL FEES** is a separate document. **The deposit is due at contract signing and is non-refundable**. **The balance is due eight (8) weeks prior to the event. All fees are payable to the Washington County Museum of Fine Arts.**
- The Client's use of The Museum facility is subject to the approval of The Museum Director according to acceptable use determined by the Board of Trustees. Priority for use of The Museum will be given to the activities and programs of the Washington County Museum of Fine Arts.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper, Facebook announcements, ads, etc., must carry the name and contact information of The Client. All published references to the scheduled rental event, including the event invitation, must list the site's name as the Washington County Museum of Fine Arts. A copy of the event invitation must be received and approved by the Staff in Charge before it is printed. The Museum may not be identified or implied as a sponsor of the event. Use of The Museum does not imply endorsement of the organization, program or its content by the Washington County Museum of Fine Arts.
- The Museum is not responsible for any lost or stolen articles.
- Restrooms are available in the Museum and are handicap accessible.
- In the event of an emergency, the Museum reserves the right to cancel the event. In this case, the Client and Museum may reschedule on a mutually agreed upon date. If the Client does not reschedule, the Client's payments are refundable according to the SCHEDULE OF FACILITY RENTAL FEES. In the case of severe weather conditions, the Client is responsible for checking the Museum's status. In the event of inclement weather, the Museum follows the Hagerstown Community College closings which are posted on their website at www.hagerstowncc.edu.
- The Client using the Museum during regular museum operational hours must not disturb the Museum's normal operations or interfere with museum visitors.
- Children must be under the supervision of an adult at all times while present at The Museum.
- Pets or other animals, except certified service animals, are not allowed anywhere on site at The Museum, including in automobiles parked in Museum lots. The Client is responsible for any liable concerns or incidents associated with the service animal.
- The Museum does not have jurisdiction over the Hagerstown City Park property which adjoins it; use of surrounding City Park property must be cleared with The Department of Parks and Recreation, City of Hagerstown (301-790-3200). The use of alcohol and tobacco is prohibited in City Park.

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II. REGULATIONS

The Client and its Vendors, Independent Contractors, and Guests (hereafter referred to as The Client) associated with the event must adhere to the policies and regulations of The Museum and sign a contract to that effect.

- The Client will be permitted access only to approved areas of the Museum in consideration of spaces rented and the care of the art collection. WCFMA reserves the right to restrict access to certain areas of the facility.
- WCFMA is a smoke free campus banning smoking in all interior and exterior spaces (i.e. museum interior, garden, parking lot, loading dock.) City Park is smoke and alcohol-free.
- The Museum's kitchen is for preparation purposes only; it is not a certified cooking kitchen.
- No open flames are permitted anywhere on the premises except caterer's use of sterno as described under "Catering and Vendor Regulations." **All food and drink must remain in the Atrium**.
- The Client must comply with the Museum's protocol since it is crucial for the safety and protection of the museum's collection. No property of the Museum, including exhibition materials, furnishings, paintings, sculpture or decorative items may be moved by the Client.
- Any type of live vegetation and its proposed location must be approved, conditioned and free of insects.
- The Client will be responsible for damage to the Museum facility and property associated with the event, and will be subject to a clean-up, replacement, or repair fee.
- Attendance must not exceed the specified number on the APPLICATION FOR FACILITY USE and must be consistent with the Museum policy and public safety codes not to exceed the posted room capacity determined by building and fire regulations.

Documents Required by The Museum

The following documents must be received by the Museum at least three (3) months prior to the event:

- Signed FACILITY USE CONTRACT and rental deposit.
- Credit Card Number for damage deposit or in the case of additional clean-up or overtime fees.
- Caterer Name and Contact Information and a copy of Caterer's certification by the Health Department of the State of Maryland.
- A copy of the Caterer's Certificate of Insurance.
- Liquor License and/or a copy of the Bartender's TAM certificate along with the Bartender's name, address and contact information.
- Completed insurance application (TULIP).
- If The Client is a non-profit organization, provide IRS Proof of Non-Profit Status
- Set up Diagram including Decoration Plan and Materials, name and contact information for all Vendors (Musicians, Florists, etc.) and a listing of all Rental Equipment and expected time of arrival for all vendors on the day of the event. All rental items must be picked up at the end of the event.

Alcoholic and Other Beverage Regulations

- Alcoholic beverages may be served, however, all regulations of the State of Maryland apply to any event taking place at The Museum. All bartenders must be licensed or have a current TAM certificate.
- If the event is ticketed, a liquor license must be obtained from the Board of License Commissioners of Washington County. If alcohol is served as part of a reception and no cash is exchanged, a liquor license is not required.
- Beer kegs are not permitted. Red wine or juice is only permitted to be served in the Kaylor Atrium. Champagne and/or other sparkling beverages under pressure may be opened only in the Kitchen or Outdoors. No alcohol is permitted in the Kaylor Garden or in the Hagerstown City Park.

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III. CATERING AND VENDOR REGULATIONS

- The Client will hold the Museum and its Board of Trustees and staff harmless and will pay all expenses including attorney's fees in the event a claim or demand is asserted against The Museum arising out of the purity of the food.
- The Caterer and other on-site vendors must be approved by the Museum, trained by the Museum, and be in compliance with the Museum's best practices for care of Museum property.
- All vendors MUST HAVE VISIBLE IDENTIFICATION BADGES displayed at all times while in the building.
- A copy of the caterer's proof of certification by the Health Department of the State of Maryland is required.
- The Client and Caterer will be permitted access only to approved areas of The Museum.
- All food must be prepared outside the Museum kitchen which is only available for staging. The Client is responsible for all catering and related food and beverage costs, including but not limited to ice, linens, china, etc., additional equipment needed, any and all tenting costs, and all parking costs (see "Parking").
- No open flames are permitted except Caterers' use of sterno in the small size (3-3/8" wide by 2-1/2" in height) only. Sterno may be ignited once food is in place and only in the Atrium. Carts with burning sterno may not be moved through The Museum.
- No food or drink is permitted outside the Kaylor Atrium.
- The Museum must be left clean and ready for usual museum activities before the end of the scheduled event; any post event cleanup incurred by Museum Staff will result in an additional fee to the Client.

Deliveries, Set Up, Cleanup, and Curfews

- Arranging for the delivery of rental and other equipment is the Client's responsibility and all such deliveries must be coordinated with The Museum's Staff in Charge.
- The Client must inform all suppliers that the Museum staff is not authorized to sign for any rental deliveries.
- The Museum does not provide custodial personnel for any event.
- Set up and clean up of tables/chairs, etc. is the responsibility of the Client.
- Set up may be arranged to occur on the day prior to the event with approval of the Museum.
- Clean up and return of tables/chairs to storage must be completed after the designated guest departure time.
- Trash receptacles, food storage containers, and serving equipment must be provided by the Client or Caterer; all trash, including spent ice, must be removed immediately following the event and disposed of in the dumpster adjacent to the loading dock of the Museum under supervision of Museum personnel.
- All guests and vendors associated with the rental event must enter and exit the site via the regular visitor entrance unless otherwise coordinated with the Museum Staff in Charge. It is the Client's responsibility to provide all guests, vendors, and others with directions to the site. Directions are available at www.wcmfa.org.
- All setup and cleanup must occur within the specified rental period (4 hours day of or day prior to event, 5 hours for the event (event beings when first guest arrives) and 1 hour cleanup; if the caterer or other vendors require additional time for setup, the Client must include this in the overall rental time. Overtime charges will be applied in the case of any violations. No Client, nor his/her guests, vendors, and others associated with the event will be allowed on site either prior to or after the specified rental time unless an appointment has been made with the Staff in Charge.
- It is the responsibility of the Client, or his/her designee, to remain after the event has concluded to ensure that all event spaces and support areas are clean and left as they were immediately prior to their use.
- A **midnight curfew for all events** will be strictly enforced; all guests, staff, vendors and other individuals supporting the event must have vacated the site by that time.
- A fee ($100/hour) will be charged to the credit card on file for any violation.

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Furniture and Equipment

- The Client will be required to schedule a walk-through with the Museum staff in charge. The Client will provide a floor plan for approval. A suggested setup is attached.
- A limited number of tables and chairs are provided by the Museum for use inside the Museum building. Clients must make their own arrangements to rent all additional furniture and equipment. The setup and take down of tables and chairs are the sole responsibility of the Client.

Decorations

- All decorations must be approved in advance by the Museum Staff in Charge. Clients must avoid using decorations and favors that may have a potentially negative impact on the Museum environment. No open flames (candles) are permitted.
- All decorations, extra favors, storage boxes, and bags must be removed immediately following an event.
- The throwing of rice, birdseed, confetti, glitter, bubbles, rose petals, or any other loose material, and the use of sparklers, is prohibited anywhere on the site.

Parking

- The Museum Parking area is located immediately next to the building and has 52 spaces including 8 spaces are available closest to the Museum main entrance for those using wheelchairs or with other special needs.
- Parking is NOT permitted in the driveway, and vendors' vehicles are NOT allowed to block emergency vehicles' access to the site (red curb areas). If parking attendants are hired, the Client must directly contract with this service and a certificate of insurance must be provided by the vendor.
- Access and use of the lower and upper paved parking area in City Park are open to the public and under the jurisdiction of the City of Hagerstown.
- Temporary parking for vendors who need to unload is provided at the Museum's loading dock area. After unloading, all vendor vehicles must be moved to the visitor parking lot.
- Absolutely NO parking or driving on the grass will be allowed at any time. All suppliers, including photographers, must come prepared to hand truck equipment into the Museum.

Professional Photography

- Site Use Photography is permitted at the Museum
- Such use must be scheduled with the Staff in Charge at least 2 weeks in advance.
- Other uses include portrait photography, corporate promotions, filming, or other uses.
- The rental fee is $100 per hour. There is a one hour minimum requirement and there are no partial hour rentals.

NOTE: The Atrium can accommodate 125 people with a small space reserved for dancing. Without dancing space the room can accommodate approximately 150 people.

Approved by the Board of Trustees of the Washington County Museum of Fine Arts at their regularly scheduled meeting on March 26, 2014.

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SCHEDULE OF FACILITY RENTAL FEES

Kaylor Atrium

	Rental Times	Fee
Tuesday-Saturday (5 hour maximum)	3:00 – 10:00 p.m.	$5,000
Bridal/Baby Shower/Saturday (3 hour maximum)	Noon – 3:00 p.m.	$2,500

Kaylor Garden

Photography Session (1-hour rental)	Daylight Hours	$ 200

Bowman Gallery

(piano/vocal recitals, non-profit group meetings- 2 hour maximum)

Tuesday-Friday (2-hour rental)	5pm to 7pm	$ 350

Art Classroom

Tuesday-Saturday (2-hour rental)	Museum Hours	$ 200

Library/Conference Room

Tuesday-Saturday (2-hour rental)	Museum Hours	$ 200

Photography Session (inside)

Photography Session (1-hour rental)	Prior to museum opening/ Or after museum closes	$ 400

- **Note: 50% deposit required at contract signing on all rentals. This deposit is non-refundable. Balance of rental fee and all licenses are due 8 weeks prior to the event.**
- **If the event is cancelled within four (4) weeks of the event date, 50% of the rental fee will be refunded. If cancelled after that time, there will be no refunds.**
- **If the Museum cancels an event due to weather or other conditions and re-scheduling is not convenient, a 75% refund will be issued.**
- **Tables Available: (14) 5 ft. round tables, (8) 4 ft. round tables, (5) 6 ft. rectangular tables, and (5) 8 ft. rectangular tables.**
- **Chairs available - 150.**
- **The Atrium can accommodate 125 people with a small space reserved for dancing. Without dancing space the room can accommodate approximately 150 people.**
- **Insurance coverage for client and security guard fees are provided as part of the rental fee.**

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APPLICATION FOR USE OF FACILITY

Name of person (and/or Organization)

Address

City, State, Zip Code Email

Telephone (W) (H) Cell

Purpose, Type of Event:

Date of Event:

Time you want admittance: Time you will vacate premises:

Number of persons expected to attend:

Requested Space: (Circle One or More)

Kaylor Atrium Kaylor Garden

Jone and Donald Bowman Concert Gallery Herald-Mail Library

Annilea Browne Art Classroom Kitchen Loading Dock

AGREEMENT:

By your signature, you acknowledge that you have read, understand, and agree to the policies and regulations and that application is made in accordance with those policies and regulations. FACILITY USE POLICIES AND REGULATIONS is a separate document.

Signature of Applicant:

APPROVAL: The above named person (organization) ____is ____is not authorized to use the spaces indicated above during the date and times and for the purpose specified on this application

Director, Washington County Museum of Fine Arts **Date**

ARE YOU A MEMBER OF THE MUSEUM: _____ IF NOT, MEMBERSHIP FEE ENCLOSED _____

RENTAL FEE DEPOSIT REC'D BALANCE REC'D