

## **GALLERY USE POLICY**

The UMKC Gallery is an ideal venue for celebrations attended by up to 100 guests. The space is most conducive for “mingling” (guests carrying their food and drink as they move around the gallery) but if you do intend to have tables and/or seating, keep in mind that there is limited space and that the availability of space will change depending on the current exhibition. The gallery staff will help you determine the best possible arrangement.

**By booking a date with us you (the host department) agree to adhere to the following guidelines.**

1. The facility rental fee is \$150 for three hours. This includes 30 minutes for setup, 2 hours for the event, and 30 minutes for breakdown. Any additional time will cost \$25 per half hour. When filling out the reservation form please include the MoCode that you would like us to charge this fee to.

2. The gallery may be able to provide the following furniture and other items:

- Two benches, one in each room.
- Approximately 16 folding chairs (black, cushioned).
- Two long, rectangular folding tables.
- 1 large, round folding table.
- 1 large trash can.
- Basic cleaning supplies.
- Use of our microwave and fridge

The host department must provide any additional furniture or supplies required for the event. Furniture and linens can be ordered for delivery through Sodexo. Contact them as early as possible. The host department will be responsible for all charges incurred.

3. The gallery is able to provide some of the best décor you can have for a party: art! Therefore, please limit your decorations to tabletops only. Avoid the use of confetti or other materials that require excessive cleanup. You may display freestanding signage within the vicinity of the front door or your refreshments table. To make other arrangements please discuss your options with the gallery staff (i.e. a space on the front counter may be cleared for flowers, etc.).

4. A gallery staff member will supervise furniture setup to ensure the safety of the art. Additional assistance may be offered, but the host department must be prepared to perform all other setup and cleanup independently. This includes:

- Loading and unloading vehicles.
- Setting tables.
- Directing the caterer, bartender, etc.
- Disposing of trash and cleaning up spilled food or drink.

We agree to provide a clean space for your event. Please leave the gallery in the same condition. If janitorial assistance is required please inform a gallery staff member immediately.

5. Miscellaneous considerations:

- The gallery will not de-install any piece of artwork for any reason. All work hung on the walls will remain in place. If possible a pedestal or floor-based piece may be shifted to provide more space. If during the booking process we foresee that any piece of art will significantly interfere with your plans, we will advise you to choose a different date or venue for your event.
- Per university regulations, if you intend to serve alcohol you must obtain permission at least 2 weeks prior to the event and schedule a professional bartender through Sodexo. We will provide you with a copy of the "REQUEST TO USE ALCHOLIC BEVERAGES ON UNIVERSITY PROPERTY" form if needed.
- There is a very small room in the back of the gallery where we keep our microwave and fridge. You are welcome to use this room for storage during your event. Unfortunately we do not have a full kitchen. The nearest available sinks are located in the restrooms down the hall from the gallery.
- We will not close the gallery for your event if it occurs during our regular open hours. This has not been a problem in the past, but if you have any concerns please let us know.