



Renter's Guide

Rental Opportunities

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Rental Opportunities

The Springfield Art Museum provides a range of spaces for events including:

Auditorium

392-seat Auditorium complete with a full stage, two large dressing rooms, and a sound and projection system. This space is perfect for performing art events, conferences, corporate training sessions, and other large meetings. A/V equipment is ideal for presentations with single or multiple speakers and video presentations. It is very user-friendly, designed for a novice level user.

Amphitheater

The Amphitheater includes a large outdoor stage and a 1-acre lawn area in a picturesque park-like setting. This space is ideal for a variety of outdoor events including performances, weddings, company picnics, and more. Water and power are available in this space including a 220v outlet. While the Museum does not provide tents, they can be set up in the Amphitheater area.

Kaye Foster-Gibson Family Lobby

The Kaye Foster-Gibson Family Lobby is available for events held after regular Museum hours. This space is ideal for receptions, meet-and-greets, and other informal events. The Foster-Gibson Family Lobby provides approx. 800 sq. ft. of space including built-in seating. Tables and chairs may be set up in the Foster-Gibson Family Lobby depending on the renter's needs. An additional security fee is required for after-hours events held in the Lobby.

Community Room

The Community offers a perfect space for small to mid-sized meetings as well as intimate luncheons and other small programs. Presentation equipment is available for business meetings and includes a digital projector, projector screen, and wireless PA system. A kitchenette with 3-compartment sink and large coffee makers is conveniently located inside the Community Room.

Rental Fees & Other Requirements

<u>Area</u>	<u>Setup Fee</u>	<u>Hourly Fee</u>	<u>Security Fee*</u>
Auditorium	\$340	\$85	\$25/hour/officer
Community Room	\$340	\$85	\$25/hour/officer
Kaye Foster-Gibson Family Lobby	\$340	\$85	\$25/hour/officer
Amphitheater	\$340	\$85	\$25/hour/officer

** Security Fee applies for all events taking place after regular Museum hours and events with over 200 participants. These events require an additional Security staff member for every additional 50 guests over 200. Security personnel are responsible for ensuring the safety of artworks on display. They are not meant to serve as security for events produced by renters. Renters are responsible for any additional security needs and must coordinate these with the Museum.*

*** Renter must provide valet parking service or events with anticipated attendance of over 200. Parking service must be properly licensed and insured.*

**** A 50% discount on rentals is available to not-for-profit organizations with proof of non-profit status. Not-for-profit organizations eligible to file a 990N with the IRS may qualify for additional discounts and sponsorship opportunities. Contact the Museum for more information. All other fees and requirements, including insurance requirements, security fees, and equipment fees, apply in full.*

Other Requirements

1. A Certificate of Liability Insurance is required in the collective amount of \$1 Million.
2. If alcohol is to be served at your event, a Certificate of Liquor Liability Insurance is required in the collective amount of \$1 Million.

Serving Alcoholic Beverages

Renters may serve alcoholic beverages at events. However, alcoholic beverages may only be served by a properly licensed and insured caterer. Proof of license and insurance will be required before renting the Museum. Renters must obtain permission to serve alcohol from the Springfield City Manager's Office.

Policies & Procedures

1. Security personnel are required to secure Museum property during events. This includes ensuring the safety of artworks on display. They are not meant to serve as security for events produced by renters. Renters are responsible for any additional security needs and must coordinate these with the Museum.
2. Food is only allowed in specified areas including the Lobby, Auditorium, Amphitheater, and Community Room. Food and drink are prohibited in all other parts of the Museum. (see Floor Plans)
3. Only properly licensed caterers or other food service professionals are allowed to serve food.
4. Alcohol is permitted; however, renters must acquire all necessary permits and licenses from the proper authorities including a letter of permission to serve alcohol on premises from the Springfield City Manager. To obtain a letter of permission, renters must complete the online Permission to Serve Alcohol form.
5. No smoking is allowed in the Museum or on Museum grounds.
6. Dance floors may not be laid over carpets
7. No ignited objects (candles, lamps, etc.) allowed. Chafing dishes may be allowed if set-up and monitored by properly licensed caterers or other food service professionals.
8. The Museum Director or their designee must approve use of amplified music outside of the auditorium.
9. All decorations including flowers and plants must be removed immediately following the event. Use of potpourri or confetti is prohibited. Plants and flowers left over 24 hours after events will be disposed of by Museum staff.
10. Rental of facility space does not include use of materials, tools, or equipment unless specified in contract and rental application. Only areas specified in contract may be used.
11. The Museum will not alter exhibitions, signage, or displays for the purpose of rentals. Renters are prohibited from altering or otherwise interfering with exhibitions, displays, or other Museum signage or informational provisions. Renters are prohibited from mounting displays directly to walls except for displays set up in the Community Room.
12. Use deemed to be intrusive or that prevents normal use by the public is prohibited.
13. Commercial activities including sales and fee-based workshops, classes, or seminars are prohibited.
14. Activities that directly compete with Museum programs such as art exhibitions and/or certain visual art education programs are prohibited unless otherwise approved by the Museum Director or their designee.
15. Per City Code Sec. 46-7, offices and rooms used for the conduct of City business cannot be used to engage in a political campaign or any activity to support or oppose a candidate. Additionally, City funds may not be used to support or oppose candidates for public office. RSMo Sec. 115.646.
16. Only person signing the contract will be agent for renter.
17. Renter's Certificate of Insurance must be on file before facility use permitted.
18. Food and flash photography is prohibited in the Museum's galleries. (see Floor Plans)
19. Reservations must be made a minimum of 2 weeks in advance to ensure adequate staffing.
20. Long-term, exclusive use of any Museum space is not allowed. Prohibited use may include event set-ups that are left standing for long periods of time, exclusive use of a space by a

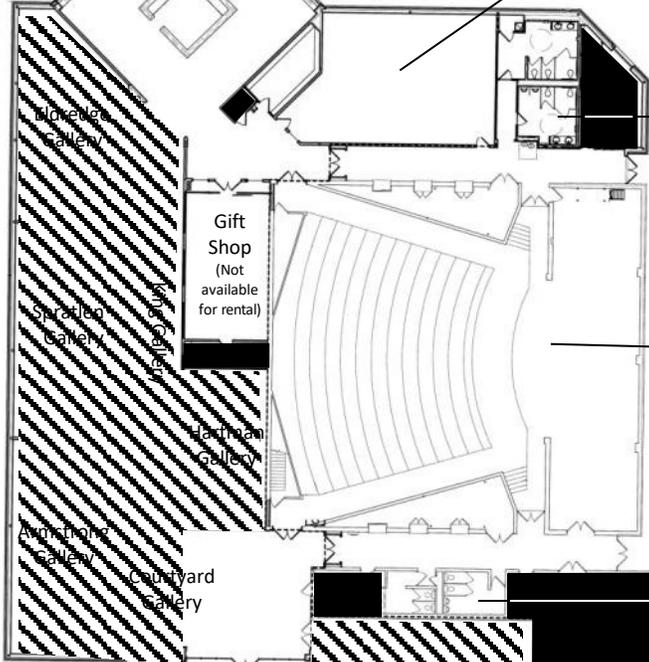
specific group or individual beyond normal time allotments, or any extended events or programs that interfere with the Museum's ability to access the space in question. All spaces must be reasonably accessible for rental or use for other events and programs when not being used.

21. The Museum does not allow facility use for events that discriminate on the grounds or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation.
22. All events with expected attendance over 200 are required to provide valet parking service during the event.
23. All events with an expected attendance over 400 require an event plan which must include: 1) an event itinerary, 2) a staffing/volunteer plan for the event organizer, 3) a plan for crowd control/crowd flow developed with Museum staff, and 4) an emergency plan for severe weather.
24. Subleasing spaces is prohibited.
25. Any violation of contract or restrictions may preclude future use consideration.

Kaye Foster-Gibson Family Lobby

Front Entrance

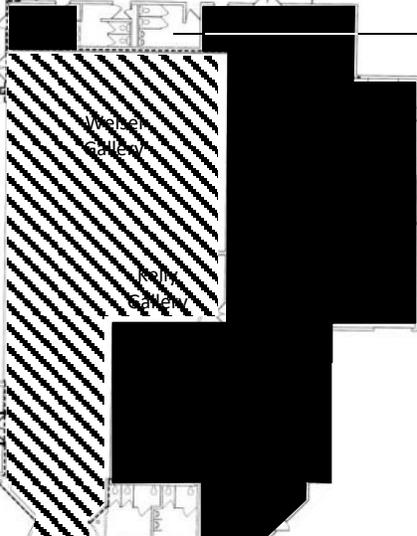
Community Room



Auditorium



Courtyard (Not available for rental)



OUTDOOR EXIT WAY

-  No food or drink
No flash photography
-  Restricted Areas
Employees Only

