

ANCHORAGE MUSEUM AT RASMUSON CENTER

FACILITY USE POLICY AND REGULATIONS

POLICY

- Priority use of the Museum facilities shall be given to events sponsored by the Anchorage Museum at Rasmuson Center, the Anchorage Museum Association, the Anchorage Museum Foundation, and the Cook Inlet Historical Society, for which there will be no charge.
- The Anchorage Museum allows rental of specific areas, available on a nondiscriminatory, first-come, first-served basis. These areas are available to be rented for non-profit and private/corporate use, and rental fees will be charged in accordance with current fee schedule.
- All users of the Anchorage Museum facilities are responsible for meeting all requirements of Municipal, State and Federal ordinances that may apply.
- The Anchorage Museum does not publicize events that it does not directly sponsor or co-sponsor. The Anchorage Museum reserves the sole right to determine and approve appropriate content of programs that it sponsors. Any requests for the Anchorage Museum to host or co-sponsor a program must be made directly to the Museum Director, his designee or to the Director of Education and Public Programs.
- The Anchorage Museum facilities are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use Anchorage Museum facilities and/or grounds, whether rented or provided at no charge is not considered to be an endorsement or sponsorship of any group, individual, organization or event. Facility User shall not imply that the event is sanctioned by the Museum in print, electronic or broadcast form or advertise the Museum telephone number unless authorized. Facility User may not reference the Museum on promotional materials except to indicate location of the event. When referring to the Museum as the location for an event, please use the correct name: Anchorage Museum at Rasmuson Center.
- The Anchorage Museum does **NOT** allow any protests, marches, or demonstrations of any kind within the walls of the facility.

GENERAL MUSEUM INFORMATION

Hours of Operation:

Summer Hours: Mid-May through Mid-September: Sunday through Saturday 9am -6pm

Winter Hours: Mid-September through Mid-May: Tuesday through Saturday: 10am-6pm; Sunday: Noon-6 pm
Closed on Mondays (all hours subject to change)

Museum Closed: Thanksgiving Day, Christmas Day, New Year's Day

Catering: All events involving food and beverage must utilize the Museum's on-site caterer. After successfully booking a confirmed date with the Museum, a catering contract may be arranged directly by calling (907) 929-9211.

CAPACITY

Auditorium:	230
Atrium Sit-Down Dinner/Buffet:	150 (125 is the capacity during the holiday season Nov. 20 through Dec. 30 due to decorations)
Atrium Casual Cocktail/Reception:	300 (250 is the capacity during the holiday season Nov. 20 through Dec. 30 due to decorations)
Muse Restaurant:	103 (64 Table Seating and 36 Bar Seating. Additional 32 Patio Seating in the summer)
Chugach Gallery:	100
Gallery 1:	120 chairs only; 95 chairs and stage
Thomas Planetarium:	45

SALE AND SERVING OF ALCOHOL

The Museum's on-site caterer, The Marx Bros. Café, is the only contractor allowed to serve and sell alcohol on the premises. Exceptions to this rule may be made for non-profit organizations only with the express written permission of the Museum Director or designee and must possess all applicable permits and follow all guidelines outlined in Exhibit E.

- Kegs of beer are specifically prohibited from being served at Museum events.

Catering staff and Museum Security reserve the right to stop serving and/or evict individuals who in their opinion are impaired, or otherwise exhibiting inappropriate behavior.

Facility Use Regulations (Continued)

Note: Per Security Department Policy # 910: Any intoxicated person attempting to operate a motor vehicle when leaving the Museum premises will be stopped and asked to surrender their keys and utilize alternative transportation. Refusal to surrender keys will result in Security summoning the Anchorage Police Department to the premises.

CONDUCT

Museum Security will monitor all rented spaces and reserves the right at all times to eject person(s) from the building for behavior that is inappropriate in their judgment. Facility User hereby waives any and all claims for damages against Museum, its agents and employees on account thereof. The Facility User is responsible for the conduct of its attendees, representatives, performers and contractors while using the Museum facilities. The use of tobacco, possession or use of illegal drugs, or disorderly conduct is not permitted on premises. Violators will be subject to criminal or civil penalties.

Children must be supervised at all times, and if found to be unsupervised and/or causing a disturbance, parents/guardians will be asked to remove them from the premises. Any event involving more than ten children under the age of 16 will be asked to secure and provide chaperones for such at a ratio of one adult for every ten children, or one adult for every 5 children under the age of six.

CONDITION OF PREMISES

Facility must be left in a neat, orderly condition. Facility User is entitled to standard custodial services. Areas that have been subjected to unusual abuse will be cleaned at an additional cost to the Facility User.

Damage to the building or Museum equipment, other than normal wear and tear, will be charged to the Facility User. Any event requiring extensive custodial services will be charged a fee of no less than \$100 and must be paid within thirty (30) days of receipt.

The Museum assumes no responsibility for any equipment or personal items left in the Museum after an event. Any items left longer than two week are subject to disposal/donation.

SAFETY & FIRE CODES

Facility User, event planners, decorators or other agents contracted by the Facility User must comply with applicable municipal, state and federal fire and safety codes. Per fire codes, aisles shall be used only for passage, and shall be kept unobstructed at all times. Exits shall be kept clear at all times.

An Anchorage Fire Department Assembly Permit may be required for your event resulting in additional charges:
All events will be set-up in accordance with standard diagrams pre-approved by the Anchorage Fire Department. Maximum capacities for use areas must be strictly adhered to, and ticket sales for events may not exceed those capacities. In addition, some events may require an additional assembly permit issued by the Anchorage Fire Department which carries a \$50 fee. Events requiring an AFD Assembly Permit include, but are not limited to: all public events where tickets are sold; all public events serving alcohol; all events, public or private with a capacity of 300 or more. A permit application, including set-up diagram will be submitted to the Anchorage Fire Department by the Museum's on-site caterer, and the fee will be included in the Museum Facility Contract charges. The Anchorage Fire Department may require an on-site inspection at an additional charge of \$250 which must be paid directly to the Fire Department by the Facility User.

The auditorium capacity has been established as 230 persons and may not be exceeded. The hallway to the rear of the auditorium is a fire exit and must be kept clear; no tables, chairs or standing is permitted in that area. Exit signs and aisle lights may not be turned off or masked in any way, and must be left on at all times when a performance is in progress.

Open flames are prohibited on the premises with the exception of approved votive candles - on tables only - set and attended to by catering staff and will be extinguished if Museum Security deems them a hazard.

Firearms are strictly prohibited on the premises.

SECURITY

Purcell Security has been contracted by the Anchorage Museum to provide security services. As such, their personnel have the exclusive right to monitor the safety and security of exhibits and people and events at the Anchorage Museum. No other individual or group will be allowed to act in that capacity without express prior written approval of the Director or designee.

DECORATIONS, ALTERATIONS & DISPLAYS

Facility Use Regulations (Continued)

The Facility User or their agents shall not make any alteration to Museum equipment, electrical or mechanical, without express prior written consent from the Museum, in the form of an advanced, agreed upon diagram, and shall be erected without defacing the building, and removed immediately following the event. In addition, the following must be observed:

- Signage, decorations, or other displays on any wall surface in the Museum is prohibited. Signage is allowed on free-standing easels or displays only.
- Any scheduled Museum Exhibits in the Atrium cannot be removed for any event, including but not limited to the Holiday decorations on display between November 20th and January 1.

- The Atrium Pool is a permanent Art Exhibit and cannot be decorated or accessed in any way.
- Helium and air balloons, sparklers and glitter are specifically prohibited from the Museum premises.
- Tossing of bird seed or rice on premises, or directly outside the Museum's main entrance is prohibited.
- Floral arrangements may be brought in pre-made, but no arranging may be done on premises. Live plants are allowed under specific guidelines and may not be placed near collection items.

EVENT LIGHTING

The Museum Atrium includes a large, windowed cupola which allows for a significant amount of natural light. Events held from April through September should be aware that "daylight" extends well into the evening. Most lighting except emergency panels in Atrium hallways and upper Atrium ceiling tracks may be turned off by Security with advanced notice and must be specified on the event sheet. Lighting in the Galleries cannot be altered. Emergency lighting will not be turned off under any circumstances.

PHOTOGRAPHY

Limited photography of exhibits is allowed in the Anchorage Museum with paid admission. Portraits and Family photographs are allowed by Facility User and guests.

All other requests for photography inside the Museum will be considered with paid admission, and must be pre-scheduled by contacting the Facility Rental Coordinator (907) 929-9261, and must be scheduled so as not to disrupt the public's access and enjoyment of exhibits. Any complicated set-up for this activity, or extensive time required must be coordinated with Facility Rental Coordinator, and requires a \$100 Use Fee. For more information, contact Facility Rental Coordinator at rentals@anchagemuseum.org

FILMING

Filming is a privilege and courtesy extended to projects that serve to further the mission of the Museum.

Permission for filming at the Museum may be granted if the production will not hinder operations or prohibit the general public from visiting and enjoying the collections and exhibitions. Generally, filming will be permitted only on days or during the times of day when the Museum is closed the public. See Exhibit F: Filming Regulations for further information.

EQUIPMENT AND SET-UP

Limited equipment is available with rental of the Auditorium and/or Atrium. Equipment that has not specifically been requested and enumerated in the Use Agreement will not be provided. Some equipment owned by the Museum may be operated by Museum personnel only. See Exhibits A: Rates, Equipment and General Information.

All equipment associated with the serving of food and beverage, including tables, chairs, linens etc. is provided through separate contract by calling The Marx Bros. Café Catering at (907) 929-9211.

SALES PERMITTED & PROHIBITED

The Anchorage Museum Shop has the exclusive right for sales in the Anchorage Museum. The sale of anything other than tickets on Museum premises must be approved in advance by the Museum Enterprise Director or designee and a percentage of 10% of all gross sales of permitted items must be remitted to the Museum.

SANCTIONING OF EVENT

The Facility User shall not imply that their event is sanctioned by the Anchorage Museum in print, electronic or broadcast form or advertise the Anchorage Museum telephone number unless authorized. Facility User may not reference the Museum on promotional materials except to indicate location of the event. Advertising and publicity naming the Anchorage Museum as the location may not begin until the event is booked with a paid deposit through the Facility Rental Coordinator. Please refer to the Museum by its proper name, Anchorage Museum at Rasmuson Center, in all print and electronic media.

Opinions expressed at events held in this facility do not necessarily represent the views of the Anchorage Museum at Rasmuson Center or the Anchorage Museum Association, and no endorsement of any group is implied.

TERMINATION AND REVOCATION OF CONTRACT

The Anchorage Museum Association reserves the right to terminate this contract without refund of fees paid and will do so if in the opinion of the Anchorage Museum any of the following occurs:

- a) failure to pay in full
- b) failure to comply with conditions of the contract
- c) failure to provide proof of insurance or permits
- d) damage to the premises by Facility User or invitees
- e) unsatisfactory conduct by Facility User or invitees
- f) subleasing of rental

OTHER CONDITIONS

- Use of the Anchorage Museum may be denied if a previous activity sponsored by the applicant resulted in violations of the regulations in effect at the time of use.
- The Anchorage Museum Association shall have authority to impose reasonable conditions in addition to those specified, when it is deemed necessary.
- Requests not specifically addressed in the rental contract cannot be accommodated.