



SAN ANGELO MUSEUM OF FINE ARTS

SAMFA Facilities Use Agreement Guidelines

I. Statement of Purpose and Who May Use Facilities

The San Angelo Museum of Fine Arts is a non-profit cultural and educational institution committed to serving the general public through art exhibitions and a broad range of programs. To this end, the Museum has constructed and maintains a high-quality building and satellite venues. **At all times the Museum shall give priority to its own programs and exhibitions in the use of its facilities.**

When allowing outside entities the use of Museum facilities, the Museum must ensure that the safety and comfort of Museum visitors comes first, that the art entrusted to its care is protected and that the contents, building and grounds are secure and well maintained.

Organizations may rent the Museum facilities at times that do not conflict with Museum programs, and so long as the individual or organization has agreed in writing to comply with the guidelines provided in this document and all federal, state and city regulations.

Preference shall be given to programs and Events that are Museum related and/or that are of educational or cultural value related to the mission of the Museum.

Events that are specifically not allowed are: political Events, fundraisers and art sales by other organizations, auctions and sales of merchandise. There may be other Events with unanticipated aspects that may not be acceptable to the Museum; such Events will be referred by the Director to the Museum's Executive Committee for action.

All Rentals are up to the discretion of the Museum and must comply with SAMFA's Rental and Use of Name and Acronym Policies.

The Museum offers a 10% discount on venue rentals to its Patron Plus or higher members. A 10% discount on rental rates is available on Events taking place Sunday through Thursday for nonprofit organizations, veterans, active military, schools, and Museum partner organizations. Renters are required to identify themselves as members of a discounted category at the time of making the reservation and deposit payment. Purchase of a required membership level may take place at the time of making the reservation. Discounts will not be applied retroactively.

Reduced rental rates are available for organizations who rent on a weekly, bi-weekly, or monthly basis and pay annually in advance.

Minors must be supervised at all times by an adult.



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II. Facilities and Fees

The Museum will not schedule two different Events simultaneously in the Museum main building. Access will be granted to rental space and associated entrance only. The Museum rental venues are ADA compliant. The Museum has an on-site parking lot. There is additional parking on adjacent streets, if available.

The Museum is adjacent to the City of San Angelo River Stage. Occasionally large events held there can interfere with the activities in the Museum. This can affect the availability of parking and can cause an obtrusive noise. It is the responsibility of the Lessee to check with the City to avoid conflict. All complaints must be made to the City.

Any rental fees paid to SAMFA are not tax-deductible. Donations to the Museum, beyond fees, may be tax deductible.

III. Rental Hours

Rentals are available 7 days a week, excluding major holidays, from 10:00 a.m. to 12:00 midnight. Rentals are available on a half-day (four hours or less) or full-day basis.

IV. Down Payment

A 50% Down Payment, figured on the total cost of the Event, is required at time of signing Rental Agreement. The remainder of the Rental fee is required 30 days prior to the Event.

Up to 30 days prior to the contracted date of the Event, client may reschedule a rental date, if an available date is suitable. A contract amendment must be signed, and a \$200.00 rescheduling fee paid.

Rental deposits are refundable if cancellations are made 90 days or more prior to the Event. SAMFA will not refund deposits, or any payments made within 90 days of the Event contracted date.

V. Security Deposit

The Museum requires a security deposit returnable upon completion of post-Event inspection. If any damage is noted upon post-Event inspection, all or partial security deposit monies will be retained by the Museum for repair costs. Should the cost of damages exceed amount of security deposit, the Lessee will be responsible for cost of all repairs incurred due to misuse of the facility and/or equipment leading to damage or negligence by you or your guests.

Security Deposit: \$200 (1-50 people), \$300 (50-150 people), \$750 (150+ people), \$1,000 (wedding)



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VI. Equipment Rentals

The Museum will provide, without charge, tables, and chairs to be used for your Event. These tables may not be used for heavy equipment. The use of kitchen appliances does not include range and convection oven. Lessee may use the microwave, ice machine, warming oven and refrigerator.

Linens, flatware, dinnerware, glassware, and kitchen equipment such as: pots, pans, carving boards, cutlery, etc. must be provided by Lessee.

The Museum has the following equipment for rent:

A/V Equipment \$75 – includes projector and screen & sound system.

Stage (8'x16') - \$150

Podium \$20

Dance Floor \$200

Medium Grand Mason and Hamlin Piano* \$250

Large Grand Young Chang Piano* \$250

Upright piano * \$100

Roll-up Awnings \$150 each

Table Umbrellas \$20 each

Pop-up Canopies \$75 each

*If the piano needs tuning, the Museum a Piano Tuner fee will be charged to the renter.

Other Fees:

Kitchen** Rental: \$200

Rehearsal on day prior to Event: half day or full day rental fee applies.

Early Access to Decorate on day prior to Event: half day or full day rental fee applies.

Rescheduling Fee: \$200

**Lessee may use the microwave, ice machine, warming oven and refrigerator in the kitchen. The use of kitchen appliances does not include range and convection oven. Linens, flatware, dinnerware, glassware, and kitchen equipment such as pots, pans, carving boards, cutlery, etc., must be provided by Lessee.

Additional Staffing: SAMFA's Event Coordinator will determine if the Event calls for additional staffing or security.

VII. Venue Reservations

Rentals are venue specific. Please refer to rental hours for the venue of your interest. SAMFA is closed to the public on Mondays but remains available for private Events.

Availability inquiries can be made to by phone to the Museum rentals Events department or via email to rentals@samfa.org. SAMFA holds dates after review and approval, on a first come, first serve basis. A hold is not a reservation. If SAMFA receives a request for the same date, you will be notified and you will have two business days to sign the contract and pay the deposit to turn your hold into a reservation. On the third day the venue will be released from the hold.



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In order to reserve space an appointment must be made with the Event Coordinator for a facility tour and to complete the required paperwork. Event dates are not reserved until a down payment (50% of total rental fee) has been received.

At time of reservation the **SAMFA Use Agreement Guidelines** and **Event Checklist** must be signed in duplicate, the form completely filled out, and submitted to the Event Coordinator.

The 50% balance is due 30 days prior to the Event date. The Museum accepts payments by checks made payable to SAMFA and all major credit cards.

Up to 30 days prior to the contracted date of the Event, client may reschedule a rental date, if an available date is suitable. A contract amendment must be signed, and a \$200.00 rescheduling fee paid.

Rental deposits are refundable if cancellations are made 90 days or more prior to the Event. SAMFA will not refund deposits, or any payments made within 90 days of the Event contracted date.

The Museum should have adequate notice of any Event prior to the Event date in order to secure the required staff.

The Museum books Events up to 12 months in advance.



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Use Guidelines

The safety of visitors and collections will not be compromised for any Event. At least two members of the Museum's staff must be present for all Events. Additional security staff may be required at the sole discretion of the Museum (for an additional fee) in proportion to the spaces to be used, the number of participants expected, and if alcohol is served. Renters and participants must immediately comply with all instructions of the Museum staff regarding safety and security. Museum security is authorized to expel individuals who violate Museum policies or in any way compromise the security or safety of the property, exhibitions, or visitors. If alcohol is served, SAPD personnel are required to be present.

Membership

San Angelo Museum of Fine Arts Patron Plus Memberships or higher give a benefit of a 10% discount on venue rentals.

Insurance

Renting entities are required to provide proof of General Liability Insurance covering the Event and which names the Museum as additional insured, has a waiver of subrogation and primary and non-contributory endorsement, a host liquor liability endorsement, and carries \$1,000,000 each occurrence and \$100,000 property damage to rented premises endorsement. Proof of Insurance must be provided to the Museum at least 30 days prior to the Event. If alcohol is served, renting entities are required to provide their own insurance coverage for Host Liquor Liability and show proof of this coverage in the General Liability proof of insurance certificate.

Alcoholic Beverages

Alcohol May not be sold at an Event; all alcohol served will be provided by the Renter at no cost to Invitees. Alcoholic beverages are permissible through a licensed caterer/bartender/vendor only. No keg beer is allowed.

At the time of final Event payment proof of vendor license is required. A uniformed SAPD officer is required to be on duty during the time of consumption. Renting entities are required to provide their own insurance coverage for Host Liquor Liability and show proof of this coverage in General Liability proof of insurance at least 30 days prior to the Event. SAMFA observes all State and Federal laws governing the service, distribution, and consumption of alcohol. Renters are required to observe all State and Federal laws governing the service, distribution, and consumption of alcohol.

SAMFA will not be liable for any accidents, on or off the premises, resulting in injury incurred from the distribution, service, or consumption of alcohol.

Catering/Rental Deliveries and Transport

The Lessee is encouraged to use the Museum's list of recommended caterers.



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All equipment, catering and rental deliveries must be scheduled with the Event Coordinator prior to the Event. Deliveries will not be accepted at any other time than the time for which they are scheduled. All rental equipment must be removed on the day of the Event or the following morning. Exceptions must be addressed and approved in advance by the Event Coordinator.

Food, beverage, decorations, and equipment deliveries must be made to the loading dock adjacent to the caterer's kitchen at the Love Street entrance.

Furniture, equipment, and other items may not be parked in hallways. The loading dock and hallways must be kept clear and passable to allow normal Museum operation and emergency evacuation.

All equipment (tables, chairs, other heavy items) must be handled with care on all hardwood floors. No sliding, scooting, or dropping of equipment is permissible. A SAMFA maintenance or staff person should be present while transporting these items within the building to ensure proper handling.

The caterer is responsible for leaving the kitchen in the same state in which it was found. All trash should be removed from the premises and all equipment taken upon departure. Early arrival of equipment or supplies is not the responsibility of the art Museum. Failure to abide by the rules set forth in these guidelines will result in being restricted from serving at future Museum Events.

Cleanup

Lessee is responsible for general cleanup and removal of debris, trash, and food items, and clean all kitchen surfaces and sinks if used. This includes throwing away any trash into the Museum's dumpster after the Event. The dumpster is located on the right side of the main art Museum and the gate is not locked. It may be utilized for disposal of all nonhazardous debris. No exposed food, beverage or wares with food/drink residue may be left anywhere on SAMFA premises following an Event.

All decorations must be removed from the SAMFA premises immediately following an Event. Exceptions must be addressed and approved by the Event Coordinator at the time of application.

Decorations

Decorations are restricted exclusively to the rental space and date contracted for in the rental agreement. Decorations at the entrance to the building are only allowed with special permission from the Event Coordinator and may only be installed during non-operating hours immediately prior to the Event. Decorations times must be scheduled with the Event Coordinator prior to the Event. For an additional \$200, Renter may decorate the rental space the day prior to the Event, if approved by Even Coordinator. No glitter, flower petals, rice or birdseed may be used on any part of the Museum grounds.

There will be no tacking, taping, or nailing of items to any part of the walls, floors or columns without prior consent of the Event Coordinator. No open-flame candles are permitted on the premises; only battery-operated candles are allowed. All plant material is subject to inspection by Museum Maintenance Supervisor. Renters or D.J.s may not use smoke or atmospheric machines.



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Food Service Stations

Food or beverage service may not be set up in any art gallery or preparation area where art is on display. No exposed food, beverage or wares with food/drink residue may be stored in an area adjacent to any art gallery or preparation area with art in it or in the Museum gift shop.

Photographic and Audiovisual Equipment

Personal photography is allowed in rental venues. Event photography is only permitted in the Event rental venue.

If the rental includes the Museum Galleries, artworks may not be the focus of any photograph. Artworks may be part of a photograph except where noted by a posted sign. No flash photography is allowed in the Museum Galleries. No photography sessions are permitted in the Museum Galleries.

Photoshoots are permitted with a paid Event reservation. Photoshoots must be preapproved by SAMFA. Photoshoots must be prearranged to last up to one hour and must be done outside of the Museum's regular operating hours. Available hours are 9:00 am to 10:00 am and from 4:00 pm to 6:00 pm Monday through Saturday depending on space availability. Photo shoots require an advance payment of a \$50 fee.

SAMFA does not provide photography services.

Any professional photography and other inquiries should be directed to SAMFA Event manager at rentals@samfa.org.

Press

The San Angelo Museum of Fine Arts' name is not to be used in any promotional or public relations effort connected with an Event except to describe the location of the Event.

Security and Fire Code

Security and operation staffing needed for each Event will be determined by the Director and Event Coordinator. The number will depend on the nature of the Event, number of people attending, and the amount of space used. In the event that such a determination is made that additional security and/or operations staff is needed the cost will be paid by the Lessee. This will be agreed upon in advance with the Lessee.

SAMFA is a non-smoking facility. In addition to the indoor facilities, no smoking is allowed on the rooftop terrace, the outdoor walkway adjacent to the meeting room balcony, nor within 25 feet of the Museum entrance. You will be responsible for informing attendees to your Event non-smoking rules.

Emergency exits, exit signs and security cameras may not be blocked at any time during an Event. Decorations must be fire-retardant. Candles or other open flames are not allowed anywhere on the premises. Due to the sensitive some detectors, smoke machines are not allowed. Exterior doors may not be propped open. Any violation of Security and Fire Code policies as stated herein may result in immediate removal of the person(s) responsible for the infraction.



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Event Setup

Setup will take place no earlier than 10 a.m. on the day of the Event.

Setting up and decorating in public areas should take place when the Museum is closed to the public and immediately before an Event. Maintenance staff must be present during setup and breakdown of any Event. All set up must occur the day of the Event. The renter will be given access at the agreed upon time in accordance to rental agreement.

A diagram of the rental space indicating placement of all equipment (tables, chairs, stage, entertainment, dance floor, etc.) must be provided to the Event Coordinator prior to setup for the Event, at least three weeks before the Event. Any changes that are made to the setup configuration must be approved by the Event Coordinator and supervised by maintenance staff. All changes must be requested no later than one week prior to the Event so that proper arrangements can be made.

Due to the nature of hardwood floors throughout the Museum building, in some instances the Museum may require a protective surface to be put down prior to setup of certain equipment.

Enforcement

The designated Security Supervisor on duty during an Event has the responsibility and authority to: (1) enforce all rules set forth in this agreement and, (2) inform the Director of Security, the Event Coordinator and the Museum Director of any infractions. Infractions may result in the inability to reserve rental space at SAMFA in the future.

Cancellation Policy

Cancellations must be made at least 60 days prior to the scheduled Event in order to receive full refund of deposit money and at least 30 days prior to the scheduled Event in order to receive ½ refund of your deposited amount. If you cancel less than 30 days prior to the scheduled Event, your deposit amount will be forfeited.

SAMFA will not be held liable for failure to carry out arrangements that are beyond our control due to acts of God and/or industrial incidents resulting in a disruption of SAMFA facility functions. This also applies to contracts signed with outside services.

Rights and Responsibilities of the Museum

The Museum will not be responsible for any damages, loss or injury to any person or property resulting from or in any way related to the use of the Museum, whether or not occurring during a function held under the terms of the Use Guidelines, and each Lessee releases the Museum from any and all such claims for damage as part of the consideration for its use of the Museum and its facilities.



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The Museum and its staff reserve the right, as set forth in the Enforcement Policy, to enforce all rules and regulations stated in the Use Guidelines. Infractions of any policy stated in this agreement may result in expulsion from the premises and/or inability to reserve rental space at SAMFA in the future.

I have read and agree to comply with guidelines.

Name

Date



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San Angelo Museum of Fine Arts Event Checklist

Initial	
	Must use TABC licensed vendor and provide security if serving alcohol.
	Setup will take place no earlier than _____ a.m. / p. m. on the day of the Event.
	No beer keg.
	Museum furnishes no linens or table covers.
	All deliveries must be made through Love Street or catering dock door.
	Deliveries may not be left standing in hallway at any time.
	No food, beverages or residue may be left behind in rental space or kitchen.
	Sliding or scooting of equipment is not permitted.
	All equipment must be removed following any Event.
	Decorations are allowed only in contracted space.
	No burning candles are permitted, only battery operated are permitted.
	No food or beverages are allowed inside or in any adjacent area to galleries.
	Photography is allowed of your venue Event only; no artwork may be photographed.
	Smoking permitted in any of the Museum properties
	Emergency exits, exit signs and security cameras may not be blocked.
	Exterior doors may not be propped open at any time.
	No tacking, taping, or nailing of items to walls or floors without Event Coordinator approval
	No flower vases, food or beverages may be placed on piano.
	No smoke machines or bubble machines may be used inside the building.
	Glitter, confetti, rice, flower petals are not allowed in rental space or Love Street entrance.
	Birdseed allowed outside only.
	Rental space must be left in general clean condition after the Event.
	Kitchen with its sink and counters must be left in general clean condition after the Event.
	All trash must be removed from building after the Event.
	No bounce houses, fireworks, or sparklers are allowed on the premises.

I have read the SAMFA Facilities Use Agreement Guidelines, Use Guidelines, and Event Checklist and am willing to comply with the above stated rules and requirements for the Event, setup and breakdown of rental equipment, catering and decorations. Any infractions may result in a forfeit of some or all of the posted security deposit and/or inability to lease in the future.

I understand I will have access to the Museum by on _____ (date) at: _____ a.m. / p. m.

Cleanup designee: _____ **Phone number:** _____

Lessee Signature: _____ **Date:** _____

Event Coordinator: _____ **Phone number:** _____



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Venues Rental Rates

DAY	VENUE	Rate	NOTES
Grand Hall			
Fri & Sat:	1/2 Day	\$ 700.00	
	Full Day	\$ 1,750.00	
Sun-Thurs	1/2 Day	\$ 400.00	
	Full Day	\$ 800.00	
Rooftop Terrace			
Fri & Sat:	1/2 Day	\$ 800.00	
	Full Day	\$ 1,900.00	
Sun-Thurs	1/2 Day	\$ 700.00	
	Full Day	\$ 1,000.00	
Museum Central Lobby			
Fri & Sat	1/2 Day	\$ 500.00	
Sun-Thurs	1/2 Day	\$ 350.00	
Gallery Verde			
Artists			
Any Day	Commission on Sales	30%	
Non-Exhibition Functions			
Fri, Sat & Sun	1/2 Day	\$ 250.00	
	Full Day	\$ 300.00	
Mon - Thurs	1/2 Day	\$ 200.00	
	Full Day	\$ 250.00	
Studio Rio			
Fri & Sat:	1/2 Day	\$ 150.00	
	Full Day	\$ 250.00	
Sun-Thurs	1/2 Day	\$ 100.00	
	Full Day	\$ 150.00	
Coop			
Artists			
Fri, Sat, Sun & Downtown Stroll Night	1/2 Day	\$75	
	Full Day	\$ 150.00	
Mon - Thurs	1/2 Day	\$50	
	Full Day	\$ 75.00	
Non-Exhibition Functions			
Fri, Sat & Sun	1/2 Day	\$ 100.00	
	Full Day	\$ 150.00	
Mon - Thurs	1/2 Day	\$ 75.00	
	Full Day	\$ 100.00	



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Venue Rental Agreement

Date Booked _____

Lessee Type:

Member / NPO / Artist / School / Student / Veteran / Military / Other

Event Date: _____

Full-Day / Half-Day

Discount: Y / N

Organization: _____

Rental Day: **F & S** or **S - M - T - W - TH**

Contact Name: _____

Venue: _____

Phone #: _____

Event: _____

Email: _____

Event Hours: _____

Street Address: _____

Event Type: _____

City: _____ Zip: _____

of Guests: _____

Rental Costs	Venue	Fee	Total	Notes
Event Day - Primary Venue Rental Fee:				
Prior Day - Primary Venue Rental Fee:				
Event Day - Secondary Venue Rental Fee:				
Prior Day - Secondary Venue Rental Fee:				
Extra Venue Rental Fee				
Rescheduling Fee:	\$200			
Extra Staff Fees		#		
Attendants				
Security				
Equipment Fees				
Kitchen** Rental:	\$200			
A/V Equipment	\$75			
Stage (8'x16')	\$150			
Podium	\$20			
Dance Floor	\$200			
Medium Grand Mason and Hamlin Piano*	\$250			
Large Grand Young Chang Piano*	\$250			
Upright piano *	\$100			
* Piano Tuning				
Roll-up Awnings - each	\$150			
Table Umbrellas - each	\$20			
Pop-up Canopies - each	\$75			
Other Fees:				
Total				

Lessee Signature _____ Museum _____