

The Event Rental Policy form must be signed and returned with the rental reservation.

Security

Dedicated security staff will be on the premises at all times during the event, as well as during delivery, set-up, and break-down. It is to be understood that the Museum's primary responsibility is for the preservation for the works of art entrusted to its care. No one is permitted to touch any artworks under any circumstances. Museum staff reserves the right to close galleries at any time during an event. Any party whose behavior threatens or appears to threaten the Museum's collections and exhibits will be required to leave.

Payment / Cancellation

Off campus group rentals require a 50% deposit at time of rental agreement confirmation with the balance to be billed at the completion of the event. Payment for all campus department rentals will be charged to the appropriate department. Cancellations must be made in writing and received 30 days prior to the event date. Cancellations received less than 30 days of the event date will incur a cancellation fee of \$100.

Catering

Museum requires review of all catering plans (including a menu and timeline). Renter is responsible for all catering arrangements. If assistance is required with catering, please contact the events coordinator.

Set-up, Break-down, and Timing

Event timeline will need to be clearly established with and approved by events coordinator, caterer, and furnishing provider. Allow approximately 30 minutes set-up for receptions, 60 minutes set-up for dinners, and 30 minutes break-down for all events.

Food & Drinks

No food or drinks are permitted in the gallery spaces. No dark red- or brown- based food or drinks can be served in the Museum. This includes red wine, berry sauces, and chocolate sauce. Gallery spaces are defined as Ebsworth, Garen, and Bernoudy Permanent Collection Galleries.

Alcohol

Washington University drug and alcohol policy is strictly enforced in the Museum space. Please review at <https://wustl.edu/about/compliance-policies/health-safety/drug-alcohol-policy/> before your event, as your group will be held responsible for all violations.

Open Flame

No candles or open flame (including warming devices used for catering purposes) will be permitted at any time. Additionally, no fryers or deep fry equipment may be used on Museum premises.

Floorplan

The floorplan for any tables, chairs, and serving stations/bars must be planned with the events coordinator prior to set-up.

Decorations

Decorations may not interfere with or obstruct artworks, exhibition signage, wayfinding devices, and/or emergency signage. Renter must coordinate decoration plans with Events Coordinator prior to event.

Music

The Museum reserves the right to adjust the volume on any amplification systems or live music within the Museum spaces at any time.

Smoking

Absolutely no smoking is allowed in any Museum spaces.

Photography

Non-flash photography is permitted in the Atrium and may be permitted in the Gallery spaces depending on the current exhibitions. **If professional photography is planned for the event, you must have your photographer get in touch with the events coordinator for a consultation regarding photography in the Museum.** Failure to do so will result in no photography permitted at the event. Flash photography is never permitted.

Children

Children under 13 must be accompanied by an adult in all spaces during event at all times.

Audio-Visual Services

If you will require audio-visual equipment, please consult with the Events Coordinator. Limited A/V equipment (a small PA with 2 wireless microphones, bluetooth capable sound system) are available for a small fee. See the Reservation Form for details and prices. More extensive Audio Visual needs should be arranged with the appropriate University department or rental company.

Indemnification

Renter agrees to protect, defend, and hold harmless Washington University, its trustees, officers, students, and employees from and against any and all claims, suits, actions or demands (including without limitation, reasonable attorneys fees and expenses of such attorneys) of any character for loss, damage or injury to person or property, including bodily or personal injury or death, in any way arising out of or resulting from the use of Washington University facilities by Renter and/or its guests.

Miscellaneous

Except to indicate the location of the event, if appropriate, Renter shall not use the name or logo of the University to promote the event without the express written consent of the University. Under no circumstances may the Renter imply that the University supports or endorses a cause, group, or program without the express written consent of the University. Museum facilities may not be rented for political partisan events, including but not limited to campaign fundraisers or rallies.

Damage

The Renter will not injure, deface, change, or alter the premises or any items contained in the Museum and shall not cause or permit anything to be done that may damage the Museum or any of its contents. Renter is responsible for any damage or loss resulting from the event.

Damage Policy

A credit card (or WU Dept #) is required to reserve all rentals. In the event of damage resulting from an event to the facility, artwork, or ground, the Museum reserves the right to charge up to \$250 to the card/department on file following the event to cover damages. This provision is not meant to constitute the only remedy available to the Museum.

Name of Cardholder: _____

Washington University Dept # (if applicable): _____

Credit Card Number: _____ Expiration Date: _____

Contract Fees and Approval

The Museum reserves the right to refuse rentals to any group, organization, or individual. All events must adhere to Washington University's policies and procedures for events and programs. Event pricing and policies are subject to change.

Event Date: _____ Event Title: _____

Your signature or electronic submission indicates that you have read the Museum Rental Policies and agree to abide by these and all other applicable University policies.

Signature: _____ Date: _____

Please print name: _____

Please complete this form and return with the Rental Reservation Form to:

Laura Foughty
Events Coordinator
Mildred Lane Kemper Art Museum
One Brookings Drive, CB 1214
St. Louis, MO 63130

Phone: 314.935.9670 ~ Fax: 314.935.7282

E-mail: lfoughty@wustl.edu