

Fleming Museum Use Policy

MISSION STATEMENT

The Robert Hull Fleming Museum of the University of Vermont is an educational institution dedicated to the collection, preservation, interpretation, and exhibition of art and artifacts. The Museum's comprehensive collections represent the artistic achievements of world cultures and highlight the visual arts of Vermont. The Museum promotes the understanding and enjoyment of the arts by presenting a wide range of exhibitions, programs, and events for the University of Vermont and the public. (Approved by the Provost's Office, June 1993).

While the Fleming Museum encourages and supports the use of its facility for events and activities, all events are subject to the following policies and procedures to ensure the safety and integrity of the Museum, its collections, and its visitors. We ask all who use the Museum to respect and comply with the policies and procedures.

The general policies listed below should be consulted before requesting use of the Fleming Museum for events. The event sponsor is responsible for knowing and observing the guidelines set forth by the University of Vermont and the Fleming Museum. To arrange to use the Museum for an event/activity, please contact the Fleming Museum's Events Coordinator, Kim Trauceniek at 802-656-0750 or via email at kim.trauceniek@uvm.edu.

**Please note that this document presents interim policies and will be updated and revised in 2005 in accordance with the University of Vermont's Conference Center policies.*

Criteria for Scheduling Events in the Museum

- As of July 1, 2004, consideration of each request is determined by the timing of the event in relation to Museum activities/events, the ability of the Museum staff to accommodate the intended use, and the suitability of the event with regard to the safety and security of the facility, and its contents.
- The Museum will host not more than three events per week and will only accept 10 events per month. Approval of an event in the past does not guarantee that the event can be accommodated.

**Please note that the Museum may not be used for weddings, private parties, or receptions. The Museum reserves the right to deny requests and cannot guarantee availability for any specific events.*

General Policies for Events

- Groups using the Museum facility must comply with all federal, state, and city laws in addition to UVM regulations.
- Events may not create any hazard to or impose any hardship on the Museum and its collections, exhibits, facilities, staff or visitors.
- Event sponsors may not use the name of the Robert Hull Fleming Museum in connection with the event, except as the location, without the express written consent of the Museum. Advertising and publicity naming the Museum as the location may not begin until the event is approved by the Museum's Events Coordinator.
- Set-up in public areas of the Museum will be allowed only after the program of the event has been reviewed and approved by the Museum's Events Coordinator. Events cannot be scheduled during Museum operating hours unless special permission is granted. Set-up for most events cannot commence until 3:30 pm or later so as not to obstruct artwork during Museum's operating hours or affect the educational mission of the Museum.
- All events must conclude by 10:30 pm. and all guests must vacate by this time. All equipment (i.e. rentals and other equipment) must be removed by 9:30 a.m. the following day. (Special arrangements will be made for events held on Saturday evenings.) All refuse and all catering equipment must be removed immediately following the event. Exceptions for leaving catering equipment can sometimes be made for UVM events using Sodexo dining services; ask the Museum's Events Coordinator for details.
- A custodian for your event must be requested on the Resource 25 (R25) form when using the Marble Court and/or the Fleming Auditorium (Room 101) unless other arrangements are made with Museum's Events Coordinator. The custodian should arrive before the event begins if there is any clean up or set-up work and stay until the event's end for clean up. The Museum requires you to submit, in detail, the custodial services you are requesting. Please submit your requests in the *comments* section of the R25. The Museum requests that the custodian helps set-up for the event and disassembles at the event's end, dry mops the Marble Court's floor, (wet mops if necessary) at the end of an event, removes all trash and refuse from the Museum, and cleans the bathrooms before and after the event. Please consult with the Museum's Events Coordinator if you have questions or concerns about custodial service, or would like recommendations on what custodial services you might need/not need for your event. The Museum's Events Coordinator will make arrangements for custodial services for non-UVM events.

- Museum property cannot be moved without the permission of the Museum's Events Coordinator. All requests made by the Events Coordinator shall be accommodated by the organization using the Museum's facility and its guests.
- The Museum's Events Coordinator must approve the use of decorations, props, etc. inside or outside the building in advance.
- The full proposed wording of notices, invitations, or press releases connected with the event must be submitted for Museum approval in advance of printing and circulation. Organizations and individuals may not imply Museum endorsement or sponsorship in their invitations or publicity.
- Any media coverage for an event must be approved by the Museum. Media coverage the night of the event must be approved in writing before such can be arranged.
- Photography of or near Museum objects is forbidden. Please consult with Events Coordinator for more information.

Food and Beverage Service

All parties must agree to use Marriott/Sodexo Catering Services for events held at the Fleming Museum. The party using the Museum space must contact Sodexo directly for their catering needs and render all payments to Sodexo directly. Please call Lisa MacCluskey, Special Events Coordinator for Sodexo at 656-4617 for more information. Permission to use an outside caterer must be submitted six weeks in advance and cannot always be accommodated.

In most cases, the Fleming Museum's Events Coordinator and other event staff members are required to stay for an evening event without going home for supper; therefore, the sponsor of the event must provide supper for the Events Coordinator and any staff who are unable to break for supper. Arrangements can often be made with Sodexo.

When food and drinks are being served, any red gravies/sauces, red wine, and berries such as blue and black, must not be served as these agents can cause irreparable harm to the Museum's objects and marble floor. Menus should be submitted to the Museum's Events Coordinator as soon as they are finalized; if there is any question about the appropriateness of certain foods, please check with the Events Coordinator. The Events Coordinator will have final approval in advance.

**Please note that there is no kitchen available for use in the Museum building.*

***Please note that Custodial service, Sodexo service, and equipment rentals (outside of Fleming equipment) will be billed separately and are not included in the Museum's usage fee. The Organization using the Museum for an event must make payment arrangements with the Museum's Events Coordinator prior to the event.*

Fleming Auditorium/Room 101

Room 101 is scheduled first and foremost by the Registrar's Office for curricular use. The Fleming Museum schedules the use of 101 upon the release of 101 by the Registrar's Office, after 5:00 pm during the academic year, on weekends, and throughout the summer.

The Fleming Auditorium/Room 101 is available for non-curricular use for events. The procedure for reserving 101, however, is different from that of the Marble Court. When using 101 independent of the Marble Court, the Fleming Museum's Events Coordinator does not have to be present for the event unless the use of the Museum's front entrance is required for the event. The following are guidelines that must be followed when using 101.

- A custodian must be scheduled to clean the Fleming's bathrooms before and after the event.
- All refuse must be removed from the Museum promptly at the event's end. If food and drinks are being served, the event sponsor must make arrangements with the caterer (usually Sodexo) to remove catering equipment.
- If the event begins before 8:00 a.m. or after 4:30 p.m., the event's sponsor must make arrangements with Police Services to unlock/lock and disarm/arm the Museum's side entrance at the event's end/beginning because Museum staff will not be available to do so.
- *Before* leaving the premises unattended, the event's sponsor must contact Police Services to ensure that the Museum building is locked and alarmed promptly at the event's end.
- Unless arrangements with the Fleming Museum's Events Coordinator have been made for an event in 101, the event sponsor and **not** the Museum's Events Coordinator is solely responsible for event planning, which includes set-up, clean up, and the use of equipment in the Auditorium.
- The Event sponsor must make arrangements with Media Services if they want to learn how to operate equipment in 101 or need technological assistance related to the event. Museum staff, including the Museum's Events Coordinator, is not responsible for maintaining the equipment in the Auditorium or training users.

***Please keep in mind that the Museum galleries close at 4:00 p.m. Tuesday through Friday, 5:00 p.m. on Saturday and Sunday, and are closed on Mondays, therefore limiting handicap access to 101. In cases where handicap access is needed for an event in 101, the event sponsor must make arrangements with the Museum's Events Coordinator ahead of time.*

Safety and Security

The safety of visitors will not be compromised for any event. At least 6 of the Museum's gallery attendants and the Museum's Events Coordinator must be present for all events; additional gallery attendants may be required in proportion to the spaces to be used and the number of participants expected. Sponsors and participants must comply with all instructions of the Museum staff regarding safety and security. Museum staff is authorized to expel individuals who violate Museum policies.

Any department, organization, or party using the Museum is liable for damage to the premises and its contents. The Museum and its agents will determine damage/replacements that will then be charged to the user.

Neither smoking nor open flames are permitted in any Museum gallery, ramp, classroom, or any space not already approved by the Museum. Drinks and food are not permitted within any of the Museum's galleries or on the Museum's balcony.

The front foyer and the Wilbur Room can only be used with special permission. Items of value brought into the Museum by the organization using the facility must be approved by the Museum Registrar and the appropriate forms filled out and filed with that person.

A door checker must be provided by the party/organization using the Museum to monitor the front door and the people entering throughout the evening.

All proposed decorations must be approved by the Museum and those deemed inappropriate or dangerous will be disallowed.

Capacities will be observed. The Museum reserves the right to turn away guests if the Museum is overcrowded. In the case that an event is based on the sale of tickets, the sponsoring organization may not sell more tickets than the capacity allows.

- All sit-down and buffet dinners will be served in the Marble Court. Sit-down/Buffer dinners are limited to 75 people; the maximum number of tables allowed in the Marble Court is eight 5ft round tables or six 8ft oblong tables. The Museum reserves the right to determine appropriate capacities per event for the safety of visitors, staff, and the Museum's collection.
- Receptions serving only hors d'oeuvres and drinks (without using more than a handful of tables or many chairs) can host as many as 250 people depending on the nature of

the event; the Museum's Events Coordinator will determine maximum capacity based on type of event. Please keep in mind that tables, chairs, etc. do take up the limited space available in the Marble Court so it is important to discuss your plans and needs with the Museum's Events Coordinator in advance.

Parking

Fleming Museum Visitors' Lot: On weekdays, parking is available in the Visitors' Lot between the Museum and Fletcher Allen Health Care. Visitors must put money in the meters. (.25 per 20 min.) If you park in this lot, you must obtain a parking pass from the Reception Desk and then place it on your dashboard. On weekends only, parking is also available in the University lot on the west side of the Museum.

UVM's Main Visitors' Lot: If the Fleming Visitors' Lot is full, turn left to get back to the hospital's driveway, and then turn right onto Colchester Ave. at the stoplight. At the next stoplight, go right on East Ave. Turn right again at the next stoplight onto Carrigan Drive. Go straight through the next stoplight to the top of the hill. The Water Tower will be on your right. Turn left into the University's Main Visitors' Lot. Again, you must put money in the meters (.75 per hour). **ALL UVM lots are FREE on the weekends.**

UVM Visitors' Lot, Waterman: The Visitors' Parking Lot is located on College Street, across the street from the Waterman administration building. You must pay for parking, 7 a.m. to 5 p.m., Monday through Friday. It is free after 5 p.m. and on weekends and holidays, otherwise you must pay .75 per hour.

Accessibility

Handicap access to the Museum building is located at the front lobby and the Museum's parking lot has designated handicap parking spaces. The Museum requires a staff member to be present at the front desk in the lobby for all events. Please note that the only handicap accessible entrance is via the front lobby. There is a wheelchair available for visitor use located in the front lobby. Bathrooms are wheelchair accessible.

USAGE AGREEMENT

The undersigned agrees to indemnify and hold harmless the President and Trustees of the University of Vermont, its officers, agents, and employees against any and all claims for damages to: property in the possession or care of the undersigned, its agents, its employees, or invited guests. The Fleming Museum and the University of Vermont reserves the right to decline the use of the Museum.

I/We understand, accept and will comply with the policies as stated in the Fleming Museum's Use Policy.

Name _____

Organization _____

Date _____

Signed _____