



MATHERS MUSEUM OF WORLD CULTURES

Facilities Rental Contract and Guidelines

The Mathers Museum of World Cultures receives many requests to use the building for receptions, dinners, lectures, and other special events. We are happy to extend the use of our facility. We must also be concerned with the preservation of artifacts and exhibits, and maintaining a normal, daily operation for the public. If you wish to reserve the Museum's public areas, you may do so by calling the Facilities Manager, Mr. Kelly Wherley, at 812-855-6873 to determine availability. In order to help us meet your needs, we are providing a list of Host/Representative Responsibilities as well as a checklist of information needed by the Museum. Please read and complete both documents.

Rental Fees

For University-affiliated organizations a flat fee of \$100 will be charged for the use of the approved areas. This is for a four (4) hour event. This timeframe includes set-up and take-down. Should your event run longer, you will be charged an additional \$100 per hour in excess of four (4) hours. In order to hold your reservation, a nonrefundable deposit of \$50 must be submitted to the Business Office within 48 hours of your request. Full payment is due one week prior to the event.

For non-affiliated organizations a flat fee of \$500 will be charged for the use of the approved areas. This is for a four (4) hour event. This timeframe includes set-up and take-down. Should your event run longer, you will be charged an additional \$200 per hour in excess of four (4) hours. In order to hold your reservation, a nonrefundable deposit of \$100 must be submitted to the Business Office within 48 hours of your request. Full payment is due one week prior to the event.

Security Fees

In addition to the rental fees, affiliated and non-affiliated organizations will be charged for museum security staff costs. Costs will be paid at the rate of \$40 per hour. This fee is assessed from the time security personnel must coordinate deliveries, etc. until locking the facility. The security fees will be assessed prior to the event and must be included in the payment submitted one week prior to the event. Any additional fees for security guards will be billed immediately after the event occurs and will be payable upon receipt.

Catering Information

The Mathers Museum of World Cultures is a rental facility only. Therefore, it is your responsibility to obtain catering, tables, chairs, tablecloths, flowers, musicians, and other equipment (projectors, lecterns, and blackboards, etc.). All arrangement must meet with the approval of the Museum's Facilities Manager.

If you need to store items delivered to or picked-up from the museum, or wish to decorate (more than two hours) prior to your event, you will be charged an additional \$100 for these services." The above must be approved by the Facilities Manager.

No lit candles are allowed in the facility.

Alcoholic beverages may not be served if your event is scheduled during normal visiting hours (Tuesdays through Fridays, 9 a.m. to 4:30 p.m.; and Saturdays and Sundays, 1 to 4:30 p.m.). If alcoholic beverages are served, you are responsible for obtaining all necessary permissions and assuring that minors will not be served. A copy of Indiana University's policy relating to alcoholic beverages served on the premises is located at <https://policies.iu.edu/files/policy-pdfs/fin-ins-10-service-alcohol.pdf>. If you plan on serving alcohol, you must read and abide by these policies and guidelines.

Indiana University is a smoke free campus.

Cleaning and Liability

It is your responsibility to provide for the cleanup immediately after the event. This includes food, beverages, and garbage. All chairs, tables, etc. must be removed from the Mathers Museum after the event and the facility returned to its regular setting. This process must meet with the Facilities Coordinator’s approval.

You will assume liability for (1) any and all damages to the Museum, exhibits, and artifacts, and for (2) any and all injuries to any person(s) that may occur as a result of their presence while attending the event. This refers, not only to the interior of the facility, but also includes the outside patios, porches, stairs, and any other areas connected to the building.

Additionally, Indiana University has adopted a policy entitled Programs Involving Children. By executing this Agreement, you are confirming that you have read and understand the Policy and accept compliance with the Policy as an express condition of this contract. The Policy, along with additional resources and information concerning the Policy, may be found at: <https://policies.iu.edu/files/policy-pdfs/ps-01-programs-involving-children.pdf>.

Changes

You must keep the Museum’s Facilities Manager, Mr. Kelly Wherley, 812-855-6873, informed of all details and any changes that may occur.

Agreement

I have read the Facilities Use Contract and Guidelines as outlined by the Mathers Museum of World Cultures’ staff, as well as reviewed the Guidelines and Policies Requirements for Service of Alcoholic Beverages and Programs Involving Children on Indiana University premises. As Host/Representative for this event, I will abide by all the regulations set forth.

Name _____ Date _____

Organization _____

Address _____

Phone _____ E-Mail _____

Mathers Museum Staff _____ Date _____

IU account number to be charged _____

Please make checks and/or money orders payable to Indiana University.

Deposit of \$ _____ Received _____

Payment of \$ _____ Received _____