

Orillia Museum of Art & History

Rental Policy

Creation date: September, 2008

GENERAL PHILOSOPHY:

The Orillia Museum of Art & History has been created to promote the public's interest and appreciation of the aesthetic arts and the history and culture of the City of Orillia, Ontario and the surrounding region by establishing and operating a non-profit institution which encompasses the functions and activities of a public art gallery, museum, and historical society in the City of Orillia.

The Orillia Museum of Art and History strives to fulfill its vision through the following activities:

- a) To provide, under the auspices of the institution, public programmes including exhibitions, workshops, seminars, lectures, collections, and other related activities and events which enhance the role of the institution as a centre of education and enjoyment for the general public;
- b) To research, record, and preserve the art and history of Orillia and the surrounding region;
- c) To provide grants, scholarships, bursaries, and prizes to assist study and recognize merit in the arts and history;
- d) To print, publish, sell and distribute publications and literature of all kinds relating to the objects and activities of the institution;
- e) To maintain and operate libraries, shops and cafés in support of and as incidental to the attainment of the objects of the institution and for the education and enjoyment of patrons; and
- f) To receive and maintain funds and apply all or part thereof, from time to time, to or for the foregoing charitable purposes and to other charitable organizations registered under the Income Tax Act having similar objects.

Reasons for allowing meeting space rentals at the Orillia Museum of Art and History:

- ◆ To provide a venue for our partners and community groups to come together to learn, socialize and network.
- ◆ To provide a service to the community that we serve
- ◆ To generate revenue for the Orillia Museum of Art and History

AIMS & OBJECTIVES:

The aim of this policy is to define the boundaries for meetings held at the Orillia Museum of Art and History, and to outline the division of responsibilities between the Museum, the Museum partners, and those outside groups involved in running or participating in the meetings

GENERAL GUIDELINES FOR EDUCATION ROOM & GALLERY SPACE:

- ◆ Museum events and activities take first priority, followed by community organization meetings and workshops. Other meeting requests will be considered only after it has been confirmed that the rental spaces are not required for museum or Board activities. Once a meeting request is confirmed, that meeting cannot be bumped.
- ◆ Food and drink may be served and consumed in designated areas only.
- ◆ **ABSOLUTELY NO PEANUT PRODUCTS ARE PERMITTED**
- ◆ Living plants or fresh flower arrangements must receive prior approval from Museum staff.
- ◆ Damage to any property of the Museum must be reported to Museum staff immediately.
- ◆ There is no smoking allowed inside the Museum.
- ◆ Open flames are prohibited.
- ◆ The use of outside entertainment or services (such as musicians and caterers) must be pre-approved by the Museum.
- ◆ The use of alcohol is prohibited on Orillia Museum of Art and History property except by special permission and with the appropriate licenses.

BOOKING PROCESS

All rental space booking requests are handled by the Programs Coordinator. All booking requests must be submitted in writing, using the room rental form/agreement. The Director/Curator has the right to refuse booking requests. No verbal meeting requests will be accepted. Upon acceptance of the room rental form/agreement, a booking confirmation and copy of the Rental Policy will be sent to the requester by Museum staff.

Payment for the room rental is required at the time of booking. The booking request will not be confirmed until payment has been received.

A credit card number is required at the time of booking. Should any damages occur to the rental space, the Orillia Museum of Art and History will charge the cost of damage repair to the credit card number written on the room rental form/agreement. All groups are responsible for any damages caused during the course of the room rental.

In the event of a booking cancellation, the Orillia Museum of Art and History requires 72 hours notice. If sufficient notice is not given, a 25% cancellation charge may apply.

ADVERTISING AND PUBLIC RELATIONS:

A written copy of all printed materials using the name of the Orillia Museum of Art and History must be approved in advance by the Museum staff. Failure to submit advance copy will be cause for the museum to cancel the booking. All marketing materials and

publications must be approved by the Museum, and a copy must be provided to the Museum Programmer.

Any images of the Orillia Museum of Art and History used for promotion, marketing or publication must be approved by the Director/Curator.

STAFFING:

Weekend and evening events may require additional staff which may result in an increased cost. Staff availability, and number of staff required will be determined at the discretion of Museum management.

Staff assistance must be negotiated at the time of booking the meeting space and may result in an additional cost.

USE OF FACILITIES:

Groups using the Orillia Museum of Art and History for meetings will have access to public washrooms, electrical outlets, garbage receptacles.

Each group will be responsible for leaving the meeting rooms and kitchenette areas in an orderly condition.

The Orillia Museum of Art and History has several items available for use, some of which may involve an additional charge. Use of these items requires at least 24hr. notice and may depend on availability due to other Museum activities.

Items available for use include:

Chairs	Projector screen
Coffee urn and tea kettle	Round tables
Digital projector	TV/DVD combination
Photocopier (per sheet charge applies)	TV/VCR combination
Easels	

RULES FOR USE OF MEETING ROOMS

- ◆ No alterations to the education/gallery walls, or any part of the exhibits are permitted.
- ◆ No fastening or securing devices of any kind may be used without permission from Museum staff.

- ◆ The use of glue, tape, pins, staples, nails or similar items for hanging decorations, etc. is strictly forbidden on Museum property.
- ◆ No glitter, confetti, or sparklers are allowed at the Museum.
- ◆ No sound equipment may be used without prior approval of Museum staff.
- ◆ All staff work areas will be closed, and no one will be permitted in these areas unless accompanied by a Museum staff member.
- ◆ All groups are responsible for making arrangements with staff for the disposal of their own garbage. Garbage receptacles and recycling bins are provided by the Museum.

ADMISSION TO MUSEUM GALLERIES AND GROUNDS:

Admission of event attendees to the Orillia Museum of Art and History galleries will require prior approval and an additional fee may be required.

HOURS OF ACCESS:

Public operating hours for the Orillia Museum of Art and History are 10:00am – 4:00pm Tuesday to Saturday throughout the year and open Sundays 10:00am – 4:00am during July and August. Meeting requests occurring outside of these hours require special permission. All pre-meeting visits must be scheduled ahead of time with Museum staff. Set-up times may occur outside of museum operating hours, but must be scheduled at least 1 week in advance to ensure staff availability and access to the Museum.

TYPES OF ACTIVITIES:

All meeting requests must be approved by the Museum. Because the Orillia Museum of Art and History is a public educational institution, meetings cannot interfere with the museum's exhibits, interpretive programs and public visits. Under no circumstances can the maximum room capacity be exceeded.

Available spaces at the Orillia Museum of Art and History may be used for non-partisan activities. Non-partisan lectures, workshops, meetings, small dinners, receptions, craft shows and other special events. Meetings of a political and/or religious nature are not permitted. Other events not listed may be negotiated with the Director/Curator.

DAMAGES:

Groups using the Orillia Museum of Art and History for meetings are responsible for the cost of repair or replacement of any museum property that is damaged or destroyed by the group or anyone attending the function during an event. The cost of such repair or replacement will be determined by the Museum management and will be paid in full by the group.

COST

The Orillia Museum of Art and History will offer competitive rates for meeting room space. The costs will be reviewed as required by the Museum Curator. (Fee schedule Appendix K attached).