

Ackland Art Museum Use Policy

The following policy statements govern the use of the Ackland Art Museum at the University of North Carolina at Chapel Hill for special events.

I. General

The Ackland Art Museum's mission is to employ original works of art to educate and delight in order to fulfill the University's tripartite teaching, research, and public service mission. The Museum's primary goals are to:

- Be a vital part of the University's academic community and surrounding communities
- Inspire learning and creativity
- Foster appreciation and understanding of diverse cultures

The academic and cultural resources of the Ackland Art Museum are integral to the tripartite mission of the University and enhance that mission by extending the use of special sections of its building to citizens of North Carolina and other constituencies of the University. The following policies governing the use of the Ackland Art Museum are in harmony and consistent with the University's Policy on Use of University Facilities and the University's Policy on Alcohol Use.

All groups using the Ackland Art Museum must agree to abide by all Museum and University policies relating to matters of safety, liability, nondiscrimination, nondisturbance, civil obedience, use of grounds, food, beverage and alcohol use, and other relevant Museum and University policies.

All groups must exercise extreme care not to touch, lean against, sit on, and in any way damage the works of art in the Museum. The slightest human touch or bit of food or drink can damage an irreplaceable work of art. Groups using the Museum are liable and will be billed for any damage to the works of art as well as to the building and its furnishings.

The Museum reserves the right to ensure that all programs and events are conducted in a manner consistent with the purpose and policies established for the Museum.

All printed materials including invitations and public relations efforts relating to the event must refer to the museum in the following way: Ackland Art Museum, The University of North Carolina at Chapel Hill.

II. Conditions and Limitations for Use

Because the Ackland Art Museum is a fragile environment, with limited space and staffing for hosting special events, all use of the Museum facility must be preapproved by the Ackland Art Museum and conducted in accordance with the University's Policy on Use of University Facilities and the Ackland Art Museum Use Policy.

The following activities are prohibited: (a) weddings or related events; (b) political or religious meetings; and (c) fundraising events for organizations other than the Ackland Art Museum.

All exceptions made to these policies regarding use of the Museum facilities are solely at the discretion of the Ackland Art Museum and must be preapproved.

III. Procedure for Reserving Facility Use

Requests for the use of the Ackland Art Museum facility should be initiated at least six to eight weeks in advance by the completion of the *Museum Use Agreement*. Return the agreement to the Events and Programs Coordinator, Ackland Art Museum, UNC-CH, CB#3400, Chapel Hill, NC 27599-3400 or by fax: 919.966.1400 (Attn: Events and Program Coordinator). A deposit may be required. Deposits are nonrefundable.

Once approved, the Coordinator of Events and Programs will contact the designated event coordinator of the group to arrange and confirm (no later than four weeks prior to the event) the logistics of the event including:

- the physical set-up of the event (tables, chairs, A/V equipment, etc. and their placement)
- a list of vendors (caterer, bartender, musicians, etc.) and related items (menu, etc)
- a timeline for setup and breakdown

Final attendance numbers will be due three days prior to your function date. This must be the number that you will guarantee for preparation to the Ackland Art Museum, as well as all vendors. The Museum reserves the right to cancel an event within a mutually agreed upon timeframe.

IV. Rules and Conditions for Use

All arrangements will be in accordance with the following rules and conditions for use of the Ackland Art Museum facilities.

Event Management: The event coordinator of the group must be present at the Museum during the event, and for the set-up and clean-up following the event. The group is responsible for leaving the used space and kitchen clean and free of trash.

Assigned Space: The Ackland Art Museum will determine which areas of the building may be used for the event and where food and beverages may be served.

Vendors: All vendors (e.g., caterer, bartender, rental company, etc.) are subject to approval by the Ackland Art Museum. (See attached list of approved vendors.)

Security: All events scheduled in the Ackland Art Museum require sufficient security staff. The Museum's Chief of Security will determine the number of guards required. Depending on the number of guards needed, additional fees may apply.

Food and Beverages: All menus including food and beverages must be preapproved by the Ackland Art Museum. The Ackland is equipped with a catering kitchen. The Museum will assume responsibility for proper signage to designate galleries not to be used for food and drink consumption. Please be aware of the following conditions:

Food: Refreshments must normally be limited to hors d'oeuvres and non-sticky foods, which are easily handled by guests.

Beverages: All liquids packed under pressure (carbonated) must be opened in the kitchen before transported to the service bar. Dark-colored beverages are allowed.

Alcoholic beverages may be served under the terms and conditions consistent with the laws of the state of North Carolina and the policies of the University. Alcohol may not be served for more than 2 hours. Alcohol must be served by a professional bartender, either from a catering company or a bartending service. The Ackland Art Museum will seek the preapproval from the Office of the Provost, but the group is responsible for hiring a proper bartender (see approved vendors list).

Flames: Use of matches, candles, chafing dishes, or any other form of heat in the gallery space is prohibited in the Ackland Art Museum galleries.

Tableware and Linens: All tableware and linens must be provided by the caterer or group. All rental equipment must be removed from the loading dock the day after the event.

Photography and Video Recording: Photography and video recording is not permitted in the galleries without prior permission. Tripods and flash bulbs may not be used.

Entertainment: All musical groups and their placement in the galleries must be preapproved by the Ackland Art Museum.

Audio-visual Equipment: All use and placement of audio-visual equipment (desktop podium, projector and screen, etc.) must be preapproved by the Ackland Art Museum.

Parking: The Ackland does not have its own parking lot. Reserving the University's Swain Parking Lot is possible on a cost reimbursement basis. University groups may contact the Department of Public Safety Special Events Manager directly (962-4424) for reservation and cost information.

V. Fees

Museum Usage Fee: \$425 base fee.

Additional fees may apply depending on the nature of your event. Please contact the Coordinator of Events and Programs for details. UNC-CH units & departments may qualify for fee exemptions.