



REECE MUSEUM

EAST TENNESSEE STATE UNIVERSITY

East Tennessee State University • Box 70660 • Johnson City, TN 37614-1701
(423) 439-4392 • Fax: (423) 439-4283 •
reecemus@etsu.edu • <http://www.etsu.edu/reece/>

Venue Rental Policy and Guidelines

Thank you for your interest in holding your event at the Reece Museum (RM). The RM is foremost an art and history museum, and all policies are guided by the need to ensure the safety of the collection, care for displayed exhibitions, building infrastructure, and maintenance of the reputation of the Museum. Therefore, facilities are made available under very specific conditions. The following guidelines have been set to make sure that the safety of the artifacts on display are not compromised and that the event runs smoothly. Any questions about these guidelines are welcome and may be sent to the RM Director.

Renovated in 2012, the RM includes a multipurpose room with a maximum occupancy of 49 persons; a ceiling-mounted projector and dropdown screen; Wi-Fi; a smart classroom console; and closable doors for privacy. Renovations to the building also included the installation of an ADA-compliant restroom; a diaper changing station; and an outside ramp for ingress into the building. The RM also includes three renovated galleries with maximum occupancies of 49 persons; 68 persons; and 124 persons, respectively. However, as an AAM-accredited museum, the availability of each of these galleries for rental depends entirely on what is displayed in said gallery. Please check with museum staff by phoning (423) 439-4392 for gallery availability before completing a venue request form. Rentals are an additional means of outreach that helps us to sustain our mission— to serve the Appalachian region through exhibitions, collections, and community engagement. Please thoroughly read the policies and guidelines below for renting the RM.

Rental Hours:

Events may be held during regular business hours: 9:00am – 4:00pm, Monday through Friday. The earliest set up time is 8:30am and all clean up must be finished by 4:30pm.

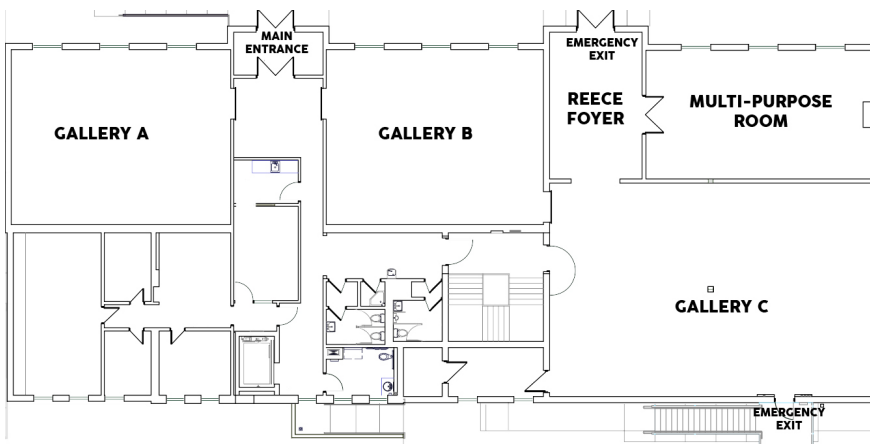
Renters seeking to host an after-hours or weekend event at the RM are encouraged to seek alternate venues that can more easily accommodate those events.

Facility Reservation Options and Capacity:

Gallery A: 49 persons
Gallery B: 68 persons
Gallery C: 124 persons
Multi-Purpose Room: 49 persons

Amenities include:

- 100 padded chairs;
- 3 tall boy cocktail tables;
- A kitchenette that includes a sink, full-size refrigerator, and microwave;
- 10 six-foot tables;
- 1 four-foot table





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Booking/Reservations:

The RM is booked on a first come, first serve basis. Because RM personnel must be on site to protect the Museum's assets, any special event affects our weekly staffing schedule. Reservations must be made and finalized at least 10 business day prior to the event to allow RM staff to determine appropriate availability and capacity. Rental of the Museum will be restricted to gatherings considered to be appropriate and safe for the facilities and function of the Museum. The RM Director shall provide final approval for all rentals.

Rental Fees and Costs:

There is no charge for meetings or events held by ETSU staff and faculty during normal operating hours (M-F, 9:00 a.m. - 4:30 p.m.)

Pricing for venue rentals after 4:30 p.m. on Monday-Friday, and anytime on Saturday or Sunday

ETSU

Reece Museum Rental (includes table/chair setup)	\$100 first hour
Rental for each additional hour (maximum of four hours) *	\$25 hr.
Custodial Fee (applies only when food is involved)	\$25

* Any portion of an hour will be charged as a full hour.

Additional:

1. Installations and artworks cannot be moved.
2. The renter is liable for any damages to artwork or Museum property on display, regardless of whether the damage was caused by guests, caterers, or anyone else hired by the renter. If needed, the Renter is responsible for paying the RM all its collection costs and expenses, including, but not limited to, court costs and reasonable attorneys' fees.
3. There must be at least 24 hours' notice to cancel an event at the Reece Museum. If less than 24 hours' notice is given, there will be a 20% cancellation fee assessed for after-hour venue requests.



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General Policies and Expectations:

1. The Museum will furnish a clean, usable site to the renter that will be returned in the same condition in which it was found. Staff will be available to: 1) Protect the RM facility and its contents; and 2) Answer questions and help coordinate. Staff is not available to set-up or clean up user's event. The renter must provide staff necessary for coordinating all set up with the RM staff.
2. Rental of the Museum will be restricted to gatherings considered safe and appropriate for the Reece Museum (RM) facilities and function of the Museum. The RM Director shall provide final approval for all rentals. Denial appeals may be made to the Museum's Director.
3. It is expressly agreed that the renter will indemnify and hold harmless the RM for any damage to any works of art owned or on loan to the Museum which damage is sustained during the course of the rental period. In addition, the Museum is not responsible for the protection or storage of items brought onto the grounds for an event.
4. The RM is open to the public between the hours of 9:00am to 4:30pm Monday through Friday. Public access to the Museum will be maintained during these times in other areas of the Museum not affected by the rental unless you speak with us about securing the entire building for your rental.
5. For the safety of the RM collection and its exhibitions, all event objects (tables, chairs, etc.) set up in any of the galleries must be positioned at least three feet from the walls. The renter must make sure all event personnel are aware of this policy.
6. Event renters will work with RM staff to store large bags (backpacks, instruments, etc.) in the entrance or conference room of the Museum. Large bags are not permitted in the galleries.
7. Aside from the use of tables and chairs, renter is responsible for providing all their own event supplies (linens, utensils, etc.) and is not allowed to use or supplement rental with Museum property and/or equipment without pre-approval of the RM staff.
8. No exterior doors shall remain propped open beyond the loading in and loading out of rental equipment.
9. The following are **not** permitted inside the museum:
 - a) Confetti, birdseed, rice, glitter, or glittery ribbons and fabrics.
 - b) Smoking including vaping both inside the RM, as well as on the ETSU campus.
 - c) Candles and open flames. Battery operated votive candles are a safe alternative.
 - d) Under no circumstances may holes be drilled, cored, or punched in any part of the Museum facility.
 - e) Decorations (signs, banners, etc.) may not be taped, nailed, stapled or otherwise fastened to Museum property unless approved by Museum's Director prior to your event.
10. Arrangements for the complete cleaning of rental space is the responsibility of the renter. This includes coordinating with user's contracted caterer. Trash must be hauled off site to the trash /recycling dump located directly behind the museum.