

CHECKLIST

1. ESTABLISH AN EVENT POINT OF CONTACT

Your event point of contact must meet with the Program Coordinator prior to booking the event AND must be present at the event. If this is not possible, please select another person to be the point of contact. Your contact person will be the one to communicate all decisions about your event to the museum.

2. DECIDE WHAT KIND OF EVENT YOU WANT TO HOLD

Please see the Facility Information and Policies document to determine what kind of event you would like to hold: reception, lecture/reception, or seated dinner.

3. DECIDE ON A DATE AND TIME

The museum must be booked four (4) or more weeks in advance and events usually cannot take place during public hours (Monday - Saturday, 10am - 4pm).

4. CONTACT THE PROGRAM COORDINATOR

When you know what kind of event you would like to have and your preferred date(s), call or email the Program Coordinator to schedule a meeting. Your event date will be confirmed only after your meeting and when all paperwork is submitted.

5. READ THE INSTRUCTIONS

Please review the Facility Information and Policies document before your meeting and come with any questions you have regarding needs for your event.

6. MEET WITH THE PROGRAM COORDINATOR

Please allow at least twenty minutes for this meeting. At the meeting, you will be given your facility usage and security request forms. Reservation of your date will occur after your forms are submitted and approved.

7. SUBMIT YOUR FORMS AND FEES

Submit the following to the Program Coordinator at least four (4) weeks in advance of your event:

- a. Request for Security Officer Coverage at a Campus Event Form*
- b. Facility Usage Request Form*
- c. Rental and usage fees*

(Gonzaga departments by Journal Entry, outside organizations by check)

8. HAVE YOUR EVENT!

We hope you enjoy our space(s) for your special event.

Please note that all event requests are subject to approval by the museum.

Facility Usage Requests that are not completed and returned to the Program Coordinator four weeks in advance of the event will not be considered.

Jundt Art Museum

FACILITY INFORMATION AND POLICIES

UPDATED 2/20/2018

GONZAGA UNIVERSITY, SPOKANE, WASHINGTON

EVENT SPACES

The **CHANCELLOR'S ROOM** is ideally suited for a reception or a lecture/reception event. The lounge area can accommodate about 95 people comfortably to include "overflow" into the **ARCADE GALLERY**. There are sectional couches in the Chancellor's Room that can be used as casual seating for your event. The museum has a podium available for speaking events and can arrange to have microphone and sound equipment provided if needed. Reception events usually cannot be held during public hours (Monday – Saturday, 10am – 4pm) and set up for events cannot begin until 3pm on open days.

Coffee/couch style meetings for 10 people or fewer, and other small-scale events for less than 30 people, will be considered on a case-by-case basis for hours during which the museum is open.

Seated dinners can be accommodated for up to 40 guests. Round tables and chairs are available. There are some special circumstances for dinner events, so please consult the Program Coordinator well in advance if you are considering this option.

The **JUNDT GALLERIES** can be open for your event if you would like your guests to have access to the current exhibition. If you would like to add this option, two student Gallery Attendants will be assigned to your event for a \$50 fee. No food, drinks or additional furniture is allowed in the Jundt Galleries.

The **CHARLOTTE Y. MARTIN FOUNDATION LECTURE HALL** (Jundt 110) opens directly into the Chancellor's Room. It is an 85-seat, smart classroom with full connectivity and a multi-purpose stage which can be used in myriad ways for various events. Use of the Lecture Hall must be booked with GUEST Services (509-313-6857). The **ART DEPARTMENT HALLWAY**, adjacent to the Lecture Hall and Chancellor's Room, may occasionally be required for a larger event (for example, Sodexo Catering may need this space for food staging). If this space is required for your event, it needs to be cleared by Laurie Hitchcock (509-313-6686).

FEES & INSURANCE

RENTAL FEES: Rental fees are due when you turn in your signed Facility Usage Request. Rental fees are non-refundable.

Receptions for up to 95 people for 2 hours: \$200.

Dinner events for up to 40 people for 2 hours: \$500.

Fees will be pro-rated for longer events.

If the organization/department responsible for the event is from within Gonzaga University, the rental fee is waived.

If a Gonzaga University employee or department wishes to sponsor a non-Gonzaga event, there is a 25% discount on the fees above. The Gonzaga employee/ department **must** function as the Point of Contact for the event.

SECURITY FEES: Security fees cannot be waived or discounted.

Campus Security Officer fee: \$25/hour with a minimum of \$100.

Security Officer wages will be billed after the event.

Gallery Attendant fee: \$50.

Optional – only required if you would like the Jundt Galleries open during your event.

LIABILITY INSURANCE: Organizations or individuals outside the Gonzaga community must provide insurance coverage for their event. Gonzaga's GUEST Services department will invoice you a one-time, non-refundable \$125 fee to process liability insurance coverage prior to your event.

MUSEUM EVENT POLICIES

GENERAL GUIDELINES

The Jundt Art Museum's mission is to collect, conserve, exhibit and interpret original works of art in support of teaching, research and service in the Jesuit and humanistic tradition at Gonzaga University and for the community of the Inland Northwest. To continue to carry out this mission we must fulfil our duty to preserve and protect the valuable artworks in our care and the spaces in which they are displayed. Any aspect of your event that may interfere with our mission will not be allowed.

Please remember you are *visitors* to the museum, even if you are members of the Gonzaga community. Please do not move, remove, add, open, close, turn on, or turn off anything without asking museum staff first. Your group may be responsible for any labor, material or equipment costs incurred during your event. Please ensure all trash is bagged and placed by the back, loading dock door. No garbage should be left in the Chancellor's Room, offices or kitchen.

Please do not change the purpose of the event, anticipated attendance, or any of the confirmed arrangements without prior approval by the Program Coordinator.

GENERAL RESTRICTIONS

The following things are not allowed in our event spaces, either for the protection of the artwork or as a general museum rental policy:

- Helium balloons
- Champagne
- Sterno
- Open flame of any kind
- Red wine
- Weddings
- Wedding receptions
- Dances
- Dinners for more than 40 people
- Some live music (please consult the Program Coordinator about your music needs)

SECURITY

Museum staff and Campus Safety & Security Officers are the only people allowed to provide security for the museum. You will not be allowed to have your event in the museum without reserving a Campus Safety & Security Officer. Please budget \$25/hour from set-up through clean-up for your Security Officer (\$100 minimum, to be billed after the event). Please submit your Security Request Form to the Program Coordinator at least 4 weeks in advance of your event. The museum will submit your form to Campus Safety & Security and confirm your Security Officer. For any evening event on a day the museum is open, your Security Officer will be scheduled to start at 4pm (or earlier if necessary).

Please note that the Security Officer is responsible for the protection of the museum and its furnishings and artwork. You are responsible for your guests, your furnishings and your valuables.

GALLERY ATTENDANTS

If you would like to have the Jundt Galleries open for your event, you will be assigned at least 2 Jundt Art Museum work-study students. The fee for student support is \$50 per event and cannot be waived. The Jundt Galleries are not always available to be open for events.

FURNITURE

Due to space limitations and the safety of the artwork, there are restrictions on the number and kind of furniture and accessories you can bring into the museum for your event. The museum has tables, chairs, sectional couches, and a podium available for use during your event. Please discuss your furniture needs with the Program Coordinator at your meeting.

- No furniture is allowed in the Arcade Gallery or the Jundt Galleries.
- You may not put anything (tables, speakers, podium, etc.) less than 3 feet from any and all artwork, this includes artwork in glass cases. Please keep chairs at least 5 feet away from all artwork and cases.
- Please pre-approve all furniture or the removal or existing furniture with the Program Coordinator at the booking of your event. If you have not consulted the Program Coordinator about additional furniture or equipment, you will not be allowed to set up that furniture or equipment the night of your event.
- Any and all outside furniture may not be dropped off at the museum before your agreed upon set up time, and all outside furniture must leave the museum immediately following your event.
- All deliveries must be made through the west doors at the loading dock.
- Any additional furniture will reduce the number of guests the space can accommodate.
- The museum is not responsible for items delivered to the museum for your event.

CATERING

Sodexo Catering (509-313-6902) is the only caterer allowed in the Jundt Art Museum. You must hire Sodexo personnel to oversee your event. That fee is \$20/hour per server. For most events, we ask that you request paper service. If you believe your event requires china service, you must get permission from the Program Coordinator. Please remember that sterno warmers are not allowed at the museum, but Sodexo does have electric warmers and other options available for hot appetizers or main dishes.

ALCOHOL

Alcohol cannot be served if your event is not restricted by invitation or if the museum is open to the public during your event. If you are serving alcohol, you must hire a bartender from Sodexo who will remain throughout the event and will check IDs. Sodexo has the necessary permits to serve the alcohol they provide at campus events. Please discuss your desire to serve alcohol at your event with Sodexo Catering and with the museum's Program Coordinator.

Your group and your guests must adhere to all Federal, State, and City laws and regulations, including those of the State Liquor Control Board and laws regulating Controlled Substances.

MARKETING

Please send a copy of your invitations and/or announcements to the Program Coordinator *before* sending to guests. This is to ensure location and exhibition (if included) accuracy.

Any publication used to announce or advertise your event must contain the full name of the museum: **Jundt Art Museum**. Invitations should also include the appropriate location address with driving directions:

502 East Boone Ave
Spokane, WA 99258

Drive North on Division, as you enter the Ruby corridor, turn right (East) on Desmet and then right (South) on Pearl. There is an electronic readerboard for Gonzaga University just before Desmet. We're the brown brick building with the copper spire at the end of Pearl Street.

We suggest not including the Museum's street address, as it is often misleading. Please do not use the museum's phone number as contact information for directions. Address information is also available online at www.gonzaga.edu/jundt.

NEXT STEPS

Thank you for reviewing this information as well as the **Facility Usage Checklist**. Please bring any questions about your event to your meeting with the Program Coordinator.

Following your meeting, please submit the **Security Request Form**, **Facility Usage Request Form** and **fee(s)** to the Program Coordinator at least four (4) weeks before your event. If your fees AND forms are not in our hands four weeks ahead, unfortunately, we cannot host your event at the Jundt Art Museum. Please remember to follow any additional instructions concerning scheduling the Lecture Hall and/or Art Department Hallway as well as booking your catering needs with Sodexo.