

ART MUSEUM OF SOUTH TEXAS

Room Rental Policy

Room Rental Fees

The following spaces are available during Museum business hours: 8:30 a.m.-5 p.m. Tuesday through Saturday and 1-5 p.m. on Sunday, except otherwise approved in advance by the Museum.

Rental fees include admission to Museum for event guests.

Room/ Space	Location	Capacity	Type of Event	Rental Fee
Meadows Conference Room	Miller bldg	40	Meetings/Luncheons	\$100
Bayview Gallery	Johnson bldg	40	Meetings/Luncheons	\$100
Paulson Room	Johnson bldg	12	Meetings/Luncheons	\$100
Allison Conference Room	Johnson bldg	50	Meetings/Luncheons	\$100
HEB Auditorium	Johnson bldg	200	Lectures/Meetings/ Boxed Luncheons	\$250

Equipment

A limited supply of Museum equipment including tables and chairs may be available for use; however, use of all equipment must be approved in advance by the Museum Representative. Damaged or lost equipment used during a rental will be charged at replacement cost.

Eligibility

The Museum is available for rental to Museum members at the \$50 or above membership level, for meetings, conferences and special events which comply with the Museum's mission, and goals of Texas A&M University-Corpus Christi. All individuals, groups, businesses or organizations using the Art Museum of South Texas (AMST) must comply with all federal, state and city regulations.

Rental fees are established by the Art Museum of South Texas Board of Trustees. However, such use is subject to overheads costs which may include maintenance or security fees incurred as a direct result of use of the Museum.

No commercial sales, trade shows, or events in support of a political campaign are permitted in the Museum's facilities.

Criteria for Scheduling

Consideration of each request is based upon the timing of the event in relation to the Museum's activities and other events, the ability of the Museum staff to accommodate the intended use, and the suitability of the event with regard to the safety and security of the facility and its contents.

Reservations may be made up to six months in advance subject to availability, but must be made at least two weeks prior to the proposed event.

Payment of Fees and Cancellation Policy

The payment of fees is due according to the fee schedule (above). All fees are non-refundable, unless the event is cancelled by the Museum.

When a request is approved, the Museum representative will prepare a Room Rental Form. A 50% deposit of fees is required with the signed Room Reservation Request to secure a date. The balance of fees must be paid in full two weeks prior to the event.

Payment of fees can be made by cash, check or credit card.

The Museum reserves the right to cancel any event due to conditions beyond the Museum's control. If the Museum cancels an event, rental fees will be refunded in full.

Safety and Security

The safety of visitors and collections will not be compromised for any event. All guests will be expected to comply with museum etiquette (i.e. do not touch the art, no running).

Children must be supervised by an adult at all times.

Accessibility and Parking

All areas of the Museum building are accessible to all persons, including those with physical disabilities, with entrance and exit through front door. The Museum has no control over the availability of parking spaces or enforcement of parking regulations. Parking in the vicinity is managed by the City of Corpus Christi through the American Bank Center. Special parking needs can be arranged by calling the American Bank Center at 361-826-4100.

Event Staging

Exhibits are the foundation of the AMST and are subject to change without notification. Exhibits will not be rearranged or relocated to accommodate outside events.

All staging and delivery plans including catering, decorating, music or other third party services must be approved by the Museum prior to the event.

The use of any kind of machine to create fog, smoke or mist is prohibited.

No Museum fixtures or objects may be moved except by the Museum staff.

All tables, chairs or other props must be placed at least three (3) feet away from artworks and allow passage at a safe distance from the artwork.

All decorations must be free standing; nothing may be affixed to the walls, fixtures or Museum objects.

The use of tape, wire, staples, tacks, glue and similar items are permitted only with prior approval.

The use of glitter or confetti is prohibited.

All decorations must be flameproof. Use of any type of fire or open flame is prohibited. (Candles in enclosed containers are permitted.)

Surge protectors are required for all electrical equipment. AMST will not be responsible for damaged electrical equipment when the client or any vendor fails to use adequate surge protection.

All items not belonging to the Museum must be removed by the Renter immediately after the event. Any decorations or other materials left behind may be disposed of by the Museum staff.

Food and Beverage

If food or beverages are to be served at an event, all arrangements must be approved by the Museum in advance.

Hesters Café and Coffee Bar is operator of the Museum café and the primary caterer for the Museum (effective 9/1/11). If a vendor other than the Hesters Café is used for catering food, a 15% fee of the total catering bill may be assessed to the Renter.

Renter is responsible for removal of all food, beverages, supplies and equipment at the conclusion of the event.

Permission to serve alcoholic beverages must be approved in advance by the Museum. All Texas Alcohol Beverage Commission (TABC) laws must be followed while on the premises.

Hesters Café and Coffee Bar is the exclusive liquor caterer of the Museum (effective 9/1/11).

Other Regulations:

Photography is allowed for educational or personal use only. Limited flash photography allowed.

Smoking is not permitted in the Museum buildings.

The renter will be financially responsible for any damage to Museum property.

**FOR MORE INFORMATION
CALL 361-825-3500 OR VISIT US ONLINE AT
www.artmuseumofsouthtexas.org**