



# MUSEUM OF TEXAS TECH UNIVERSITY

## Operating Policy

### **M/OP 3.2: Museum Facility Use Policy**

**Date:** August 2012 (rev. September 2014)

**Purpose:** Clarifies facility and grounds use standards and practices to enhance the university and public educational, research, and enjoyment purposes of the Museum of Texas Tech University.

**Review:** This M/OP will be reviewed in even-numbered years by the Assistant Director for Operations with recommended minor revisions forwarded to the Executive Director and recommended major revisions forwarded on to the Director's Advisory Committee.

### **POLICY**

The Helen DeVitt Jones Wing of the Museum is a 48,000 square foot, climate controlled facility that includes an auditorium with a backstage area and dressing rooms, a large open-area sculpture court, catering kitchen, and a small meeting room (Green Room). The Helen DeVitt Jones Auditorium and Sculpture Court meet ADA requirements. The Sculpture Court can accommodate a seated event for up to 300 guests or a standing reception for up to 450 people. The Jones Auditorium can accommodate up to 287 persons, with room for wheelchair access for 10 individuals. The Green Room can accommodate meetings for up to 53 people.

Other Museum facilities include several small meeting rooms and classrooms that are available for reservations. The Kline Room is a rectangular space with a room divider that can accommodate 88 people when open or as two spaces for 44 when the divider is closed. The Memorial Room can accommodate meetings for up to 48 people and has its own small kitchenette. The Museum's academic classrooms, all located in restricted areas of the basement, are not typically available for public use.

Texas Tech University and Health Sciences Center colleges and departments, Texas Tech University support groups, and off-campus non-profit organizations may make reservations for space and services. Fundraisers held by any organization other than the Museum of Texas Tech University or the Museum of Texas Tech University Association are not permitted unless the funds raised benefits scholarships at Texas Tech University. All groups using the Museum's facilities must agree to abide by all Museum and University policies relating to matters of safety, liability, civil obedience, use of grounds, food, beverage, and alcohol use, as well as other relevant Museum and University policies. The Museum is a tobacco free facility. The Museum of Texas Tech University does not endorse any political party or cause, religious faith, or commercial product. Personal use of facilities, equipment, or grounds is not permitted by University policy.

As outlined in [University Operating Policy 61.02](#) (Use of Grounds, Facilities, and Amplification Equipment), the serving of alcoholic beverages in or on the grounds of the Museum requires special written permission from the Office of the President or the Office of the Chancellor. Requests for permission must be submitted in writing to the Executive Director (through the Museum Operations division) to be reviewed and forwarded for approval. The Museum does not allow the serving of alcoholic beverages during public functions. Further, the Museum requires that any serving of alcoholic beverages be arranged through Top Tier Catering, which will secure any required service permits and employ one or more bartenders who are certified by the Texas Alcoholic Beverage Commission.

All animals are prohibited from being kept, harbored, or maintained in any Texas Tech University building, with the exception of laboratory animals, animals used for teaching and resource purposes, police K-9s, or the recognized mascot of Texas Tech University. Guide dogs for the visually impaired and service animals for persons with other disabilities are permitted if accompanied by appropriate documentation. Service animals are defined in Section 7 of [Texas Tech University Operating Policy 34.22](#) (Establishing Reasonable Accommodation for Students with Disabilities) as animals that are needed to perform a necessary function that cannot otherwise be performed by a person with a disability. Companion animals needed for the sole purpose of comfort, or anxiety or stress reduction are not allowed in any Texas Tech University building.

Museum Operations acts as the point of contact for all space and service reservations for the Helen DeVitt Jones Auditorium and Sculpture Court or any of the Museum's small meeting rooms. Per University policy, Museum Security staffs all events held at the Museum Building, and the use of an external security staff for events and activities is not permitted. All costs associated with an event are the responsibility of the sponsoring organization.