



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 3.3: Facility Use Fees

Date: September 2014

Purpose: This policy defines the fee schedule for use of Museum spaces by non-Museum organizations (in the Texas Tech University System or public non-profit), additional charges, and requirements for payment.

Review: This M/OP will be reviewed in even-numbered years annually by the Assistant Director for Operations or as needed, with recommended changes to be reviewed by the Director’s Advisory Council and approved by the Executive Director.

POLICY

Resource Encumbrance Charge Schedule (per day unless otherwise noted)

	Daytime Rate <i>For events starting during or within 2 hours of Museum opening and concluding by 6pm</i>	Evening & Weekend Rate <i>For events weekdays starting after 5pm or on Saturday or Sunday</i>
	Discounted Rate <i>For University and non-profit groups</i>	Discounted Rate <i>For University and non-profit groups</i>
Sculpture Court*	\$750	\$1,000
Auditorium*	\$650	\$850
Sculpt Court & Auditorium	\$1,200	\$1,750
Green Room	\$100	\$150
Kline Room	\$150	\$175
Memorial Room	\$100	\$150
Classrooms#	\$100	\$200

* – Reservations of this area must be approved by the Museum Executive Director

– Subject to availability and other Museum approvals

Scheduling of all Museum space may be limited during public access hours and is subject to preemption for Museum institutional needs.

Fee includes room setup, tables, chairs, microphones, podiums, and projection systems, as arranged in advance with Museum Operations Division. Pianos are available for the Sculpture Court and the Auditorium; if desired, the pianos can be tuned for a fee of \$82. Adjustments of track lighting in the Sculpture Court will incur an additional fee of \$200.

Fee includes a minimum of two (2) Museum Security staff per event, including an A/V technician if needed.

Additional fees may be assessed as described below, in the Facilities General Rules and Guidelines, or at the determination of Museum Administration.

Discounts

The fee schedule amount can be discounted upon the approval and discretion of the Executive Director. Typical discounts are considered for events that are educational in nature or when the Museum can be listed as a co-sponsor of the event (discount equal to amount of Museum's sponsorship amount).

Deposits & Payments

A *nonrefundable* deposit of 25% of the anticipated fees, along with a signed agreement, is required to confirm and guarantee the reservation of a space/room. Until such time as a deposit is made, a preliminary "inquiry hold" on a space/room affords the requesting party first refusal rights, but in case of a conflict, that hold must be upgraded to a guarantee by the requestor.

In all cases the nonrefundable deposit and signed agreement must be registered in Museum Operations by the requester a minimum of thirty (30) days before the event (sixty [60] days for the Sculpture Court). Reservations may not be accepted more than twelve (12) months prior to the event or later than thirty (30) days prior to an event.

The balance of the contract fees can be paid at any time, but is finally due ten (10) work days after the event.

Change and Cancellation Charges

Changes—There are no charges for minor changes made more than forty-eight (48) hours prior to the scheduled event start time, unless additional rooms are contracted. In that event, if the modified total fees exceed the amount deposited/paid, then the difference to 25% of the modified total is due immediately. (Changes are dependent upon availability of resources, staff and equipment.) Substantial changes made less than forty-eight (48) hours before the scheduled event start time will require an additional charge of \$50, plus whatever additional fees are applicable.

Cancellations—No additional charges beyond the nonrefundable deposit will be due if a requester submits a written cancellation request more than thirty (30) calendar days before the scheduled event. Cancellations after that date, or refunds of pre-paid payments of projected fees, will be assessed an additional \$20 processing fee.

Damages

If damage to any part of the Museum's facility, property, or equipment occurs due to the action of negligence of the requestor's party, caterer, decorator, or events, the requestor is responsible for any and all resulting charges (e.g., repairs, cleaning, etc.). Those fees will be determined and invoiced immediately after the event, with payment due by the tenth working day after the event.