



Facilities Usage, Policies and Procedures Guidelines

The New Hampshire Institute of Art is a private, not-for-profit corporation founded in 1898 for the purpose of providing educational opportunities for a broad regional audience to learn about and experience the arts, as well as to develop programs that increase individuals' understandings and appreciations for the arts and humanities. The Institute fulfills its mission through the offering of academic and public programs, educational services, exhibitions, and publications.

It is the policy of the New Hampshire Institute of Art (hereafter referred to as the "Institute") to make its facilities available to outside organizations and individuals (hereafter referred to as the "User") for purposes in keeping with the Institute's mission. Such usage for not-for-profit organizations, for profit organizations, and individuals is allowed under certain conditions, rules, and procedures. The Institute reserves the right to restrict building usage based on schedule, type of event, and amount of space needed to organize such an event. Outside groups may use the facilities only when this usage does not adversely affect the Institute hours, opening and closing of exhibition space, classroom and studio use, and staff availability.

I. Scheduling

- A. To insure availability, scheduling should be done as early as possible prior to the event/function to be held. The calendar fills quickly!
- B. Upon receipt of a request for use of the Institute facilities to which these guidelines apply, the applicant shall be furnished with a copy of these guidelines and a "Use of Facilities-Event Request Form."
- C. The facility use will not be scheduled until the Development Assistance, in consultation with the Director of Development, has reviewed a completed and signed "Use of Facilities-Event Request Form." The Institute reserves the right to approve the use of the building. We may refuse access for purposes and/or times not deemed appropriate for the Institute. An Institute designee reserves the right to visit the event/function.
- D. Upon completing and signing the "Use of Facilities-Event Request Form" the User and/or vendors hired by User for this event/function agree to abide by all the "Facilities Usage, Policies and Procedures Guidelines" and to abide by the information provided to the Institute on the "Use of Facilities-Event Request Form." The User also becomes responsible to the Institute for paying all monies associated with that User's and/or vendor's use of the facilities (ie. facility contribution, damage, replacement costs, etc.)
- E. It is the responsibility of the User and/or vendors using the facility to abide by city regulations which may require special licensing or notification to appropriate city officials.
- F. The start and finish times indicated on the "Use of Facilities-Event Request Form" must be accurate and include all time that the User and/or vendors are in the facility and shall accurately include any time the User and/or vendors need for setting-up, decorating, and food preparation.
- G. If the scheduled event/function is cancelled, the Institute office is to be notified immediately. It is the responsibility of the requesting User to notify its guests and/or vendors.

II. Types of Events

- A. Usage of facilities is allowed when, in the Institute's opinion, the proposed usage will not endanger the collections, staff, visitors, and equipment. No object on exhibition or within the building may be moved, touched, spotlighted or covered without the Institute's approval and staff supervision. At the Institute's discretion, certain spaces shall be "off limits."
- B. The proposed usage may not, in any manner, be associated with any purpose which, in the Institute's judgment, would be detrimental to the Institute's status as a non-partisan, not-for-profit, educational agency.
- C. The proposed User may not charge admission, nor any fee for attendance, unless approved by the Institute.
- D. The proposed usage may not conflict with the public hours, programs, or activities of the Institute.

III. Handicapped Parking and Access

- A. Handicapped parking is provided in spaces so designated in the appropriate parking lots.
- B. The Institute is accessible on all levels. Please enter at the parking lot entrance.

IV. Smoking

The buildings have been designated "NO SMOKING" facilities. Smoking is not permitted anywhere in the buildings including, but not limited to, hallways, bathrooms, or entry ways. Smoking is not permitted outside on Institute grounds.

V. Security

A staff member or designee will be on the premises during all functions/events. This person shall be responsible for the opening and closing of the facility in accordance with the specified times the User and/or vendors will be in attendance in the facility.

VI. Building Regulations

- A. All equipment owned by the User and/or vendors contracted by the User for the event, must arrive no earlier than the day of the event and be removed from the Institute building by the User that night or by 9:00 am the following day. If the equipment is not removed that night or the following day by 9:00am the User will be charged a minimum storage fee of one hundred dollars (\$100.00) per day.
- B. The User is prohibited from introducing "open flame" (candles, sterno, etc.) or hazardous chemicals into the Institute building. Sterno use for catering purposes may be permitted.
- C. The Institute will not allow anything to be nailed, stapled, taped or otherwise affixed to the walls. All decorations must be approved prior to installation and use. Glitter, confetti or similar materials are not permitted. All materials must be flame-retardant or fireproof. Signage may not be placed on campus grounds surrounding the buildings. Signage and decoration is allowed within the building and rental space only.
- D. All phases of the event are subject to consultation with and final approval by the Development

VII. User Responsibilities (Caterer/Service Providers)

- A. At least ten (10) business days prior to the event date, the User must notify the Institute with their caterer choice. **The caterer must send proof of insurance and workers compensation to the Assistant Director of Development no later than five (5) business days prior to the event date.** If serving alcoholic beverages, the cater must provide liquor liability coverage of at least \$1,000,000.
- B. At least ten (10) business days prior to the event date, the User must provide the Institute with a list of all service providers/vendors for the event (florist, musicians, rental co., liquor/wine supplier, ice co., etc) and a schedule with delivery and pick-up times. The User must have a representative present to handle all vendor and delivery pick-ups.

VIII. Liability

- A. The Institute shall not be held responsible for the damage to any merchandise or the loss of personal articles brought onto the premise prior to, during, or following any function. The Institute will not be held responsible for any items left unattended. Liability for damage to the Institute is that of the User. We reserve the right to refuse to allow onto the property any persons, equipment or activity which, in the sole judgment of the Institute may cause harm or disturbance to this property its guests or employees. The Institute shall not be held liable for failure to carryout these arrangements as indicated, when due to: fire, strikes, war or war like activity, acts of God, or other conditions beyond the reasonable control of the Institute, it's owner or operators.
- B. **The Institute requires the User and the caterer to obtain or supply proof of liability coverage at a minimum of \$1,000,000 and any other appropriate insurance for the event.** Said certificate of insurance must waive all rights of subrogation against the Institute and name the New Hampshire Institute of Art as additionally insured. In addition, the caterer will need to provide the Institute with proof of Worker's Compensation and liquor liability insurance.

IX. Printed Materials

- A. Invitation content and presentation **must** be approved by the Institute **before** printing and mailing. The Institute telephone number and/or website must not appear on any printed invitations or marketing materials.
- B. News releases and advertising mentioning the Institute **must** be cleared by the Institute before release.

X. Institute Event Capacity

	French Auditorium	Rotunda	Main Building Gallery	Fuller Hall Gallery	Conference Rooms
Cocktail Reception	250 guests	50 guests	80 guests	150 guests	N/A
Seated Dinner/Lunch	150 guests (125 w/dance floor)	40 guests	N/A	90 guests	6-10 guests
Theatre Style	250 guests	60 guests	N/A	175 guests	N/A

XI. Guest Lists and Responses

- A. All response lists are to be handled through the User.
- B. The final number of guests attending your function must be submitted to the Assistant Director of Development five (5) business days prior to the event.

XII. Facility Use Rates Guidelines

The following rates are for the one time use of the facility as outlined in the above policy and procedures. Additional fees will be added to the User's final bill if it is determined that additional staff and maintenance costs were incurred due to other than reasonable set-up and clean up.

	French Aud. /Rotunda	Main Gallery	Fuller Hall	Conference
Non-Profit/School	\$100/hr.	\$100/hr.	\$100/hr.	\$50/hr.
Private/Individual/ Corporate	\$300/hr. \$1,000 for 4 hours	\$300/hr.	\$150/hr.	\$150/hr.
Political	\$150/hr.	\$150/hr.	\$150/hr.	\$100/hr.
*Sponsor/Friend Alum/Fac/Staff	\$40/hr.	\$40/hr.	\$40/hr.	\$40/hr.
Facilities Staffing Per Event (cleaning/assistance etc.)	\$50	\$50	\$50	\$50
Security Per Unit (if event is/goes beyond regular hours of operation)	\$50/hr.	\$50/hr.	\$50/hr.	\$50/hr.

* A Sponsor/Friend is an individual or business that has donated at the \$2,500 or above level.

XIII. Post Event Charges (if required)

In the event the User incurs the following avoidable charges, or any part there of, the User will be invoiced separately. Payment will be due seven (7) days from the date on the invoice.

- A. A maintenance fee of one hundred and fifty dollars (\$150.00) per hour, or any part there of, shall be assessed if it is determined that additional staff and maintenance costs were incurred due to other than reasonable set-up and/or clean-up, or for time the User and/or vendors are in the building beyond the start and finish times indicated on the "Use of Facilities-Event Request Form."
- C. A minimum storage fee of one hundred dollars (\$100.00) per day will be charged for all material left at the Institute by the User and/or vendors before or after the required arrival and/or removal time/date.

NEW HAMPSHIRE INSTITUTE OF ART

USE OF FACILITIES - EVENT REQUEST FORM

Name of Event: _____

Address: _____

Contact #1: _____ Contact #2: _____

Phone/Fax: _____ Phone/Fax: _____

Date of Event: _____ Exact Time Requested: From _____ To _____

Type of Event (ex .Dinner, Award Ceremony, Reception, Meeting):

Approximate Number of Guests: _____

	Main Building	Main Building	Main Building	Fuller Hall
Conference	Auditorium _____	Rotunda _____	Gallery _____	Room _____
Space Requested:				

Requested Number of Chairs (250 max): _____

Requested Number and size Tables:

60" round (14 max) _____ 8' rectangle (5 max) _____ 6' rectangle (2 max) _____ 5' rectangle (16 max) _____

Note: Any additional tables, chairs or linens that are needed are the users responsibility to buy/rent. All setup requests must be given to the Assistant Director of Development at least two weeks prior to the scheduled event.

Are you a Not-For-Profit Organization? Yes _____ No _____

If yes, type and purpose of Organization: _____

Does your Organization carry Liability Insurance? Yes _____ No _____

The Institute requires the User and the caterer to obtain or supply proof of liability coverage at a minimum of \$1,000,000. In addition, the caterer will need to provide the Institute with proof of Worker's Compensation and liquor liability insurance.

Will there be an Admission Fee? Yes _____ No _____

If Yes, how much and for what purpose will proceeds be used?

Amount \$ _____

Purpose: _____

Will Food be served? Yes _____ No _____

Will Alcoholic Beverages be served?

Yes _____ No _____

If Yes, will there be a charge for the Alcohol?
(If Yes, please include a copy of license to
serve and charge for liquor)

Yes _____ No _____

Note: The New Hampshire Institute of Art is an Alcohol Free Campus. Alcoholic beverages are permitted at appropriate functions and we expect that you will respect our policies.

Name and telephone number of caterer (if known at this time): _____

Describe any features to the event/function (i.e. Music, Entertainment, Film, Decorations, etc.)

Will there be printed invitations for this event?

Yes _____ No _____

NOTE: Invitations must be approved by the Institute prior to printing and mailing

Will there be any press materials or publicity for this event?

Yes _____ No _____

NOTE: Press materials and/or publicity must be approved by the Institute prior to printing

Facility Use Rate _____

*Deposit is non-refundable and due at signing

Additional Rates _____
function/event
to the user.

Seven (7) days after completion of the
any additional charges will be billed

Total Balance _____

Deposit _____
(50% of total balance)

Balance Due _____

*Balance Due must be paid in full seven (7) days
from date of the invoice

I, the undersigned, understand and will conform to the Institute's regulations as outlined in the "Facilities Usage, Policies and Procedures Guidelines" of which I have been given and read. Furthermore, I will have any members of my group, our associates, and/or vendors hired by us for this event, whether directly or indirectly, read and comply with the Institute's "Facilities Usage, Policies and Procedures Guidelines." I UNDERSTAND THAT THE INSTITUTE MUST HAVE IN HAND FIVE (5) BUSINESS DAYS PRIOR TO THE EVENT THE INSURANCE CERTIFICATE OF LIABILITY NAMING THE NEW HAMPSHIRE INSTITUTE OF ART AS ADDITIONAL INSURED.

User Signature _____

Date _____

Institute Approval _____

Julia LaFleur
Assistant Director of Development

Date _____