

# McCLUNG MUSEUM

## of Natural History and Culture

Revised 9/8/2016

### Overview:

The McClung Museum of Natural History & Culture is an American Alliance of Museums accredited museum and Smithsonian Affiliate on the campus of the University of Tennessee, Knoxville. The museum houses collections in the areas of anthropology, archaeology, decorative arts, fine arts, local history and natural history. Exquisite exhibits document ways of life, cultural trends and technologies from prehistoric times to the present day, and showcase the geologic, historic and artistic past of Tennessee, as well as cultures from around the globe. Conveniently located minutes from downtown in the heart of UT's campus on Circle Park Drive, McClung Museum is the perfect setting for your next party, reception, business meeting, or private event.

### Museum Hours

The museum is open to the public Monday through Saturday from 9:00 a.m. to 5:00 p.m. and Sundays 1:00-5:00 p.m. The museum is available for after-hours rentals and, in exceptional cases, is available for complete buyout during normal operating hours, including home football games. The museum is closed only eight days of the year: January 1, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day and December 24 and 25.

### Spaces Available for Private Events

The museum lobby and Decorative Arts Gallery can accommodate 125 people for a standing reception. Tenting the front entrance to the museum increases capacity, but requires permission from UT Administration. The museum patio can accommodate a 20' X 30' tent. The Decorative Arts Gallery will accommodate 50 people for a seated dinner or luncheon, or up to 60 in chairs arranged theater style.

### Auditorium

The auditorium seats 267 and is fully equipped for audio/visual presentations of high quality images and sound with VGA & audio playback from a laptop, HDMI outputs from capable devices and an HDMI DVD player. When university classes are in session, the auditorium is generally in use Monday through Friday from 8:00 a.m. to 5:00 p.m., and is not available for other use. Food and drink is not permitted inside the auditorium. The museum does not provide A/V staff for events

### Reservation Request Procedure

Reservation requests must be received at least 14 days prior to your event. Your event is not confirmed until you have been contacted by a museum staff person to confirm the reservation. You may submit the reservation request form online or print and mail a hard copy to the museum at:

McClung Museum Reservation Request  
1327 Circle Park Drive

Knoxville, TN 37996

For questions or to set an appointment to view the space, call 865-974-2144 or e-mail [museum@utk.edu](mailto:museum@utk.edu).

### Fees

The museum requires that a security guard (and for most events a receptionist, who is often a student worker) be present when the museum is open, the cost of which is included in your rental fee. Please note the security guard and receptionist are not responsible for set up for your event. If you wish to have an additional staff person present during your event or to assist with set up you may request one for an additional fee.

All hourly use fees commence at 5:00 p.m. and extend until the museum is shut down after the event, including time for a caterer to remove food and cleanup, and the time for the security guard to return to the station (normally an additional 15 minutes). Your bill will be charged to the nearest 30 minute interval.

Group Type	After Hours Rate	During Public Hours*
UT Group**	\$40/hour	\$10/hour
Non-Profit Group	\$100/hour	\$25/hour
Corporate/Private Group	\$300/hour	\$50/hour

\*Please note that events which take place during public hours, must not impede access to museum facilities and exhibits (unless the space is temporarily closed for the event, which will incur an additional fee).

\*\*UT groups include all University of Tennessee events arranged by and for student organizations, academic departments and other on-campus units. They do not include events reserved by UT students/faculty/staff for personal functions or parties.

### Tables and Chairs

The museum can provide up to four 8-foot tables and two 6-foot tables for an event. The museum also has 40 metal folding chairs, a 40 inch TV on a roll cart and a podium which can be set up in the lobby or Dec Arts area. Additional tables, linens, and chairs must be rented through an outside rental company. Museum personnel are not responsible for setting up or taking down tables and chairs. Set up time must be approved by the museum, including any items dropped off by an outside rental company. Please arrange to have a staff person act as the point of contact for any items being dropped off for your event. Events requiring a staff person to assist with setup or meeting with delivery or catering companies with incur a charge of \$25/hour. Items dropped off by rental companies must be picked up no later than 9:00 am the following morning.

### Additional Fees

Item	Charge
Tables	\$5/each
Folding chair	\$1/each
Podium set up in lobby or Dec Arts	\$10
40 inch television set up in lobby or Dec Arts	\$10
Additional staff person to assist with event set up	\$25/hour
Additional staff person required for event duration	\$25/hour

### Use Fee for Football Home Game Days

Rental of the museum four hours prior to a home football game is \$5,000 and entitles you to exclusive access to the museum during this time. For more information view our Tailgating Brochure.

### Policies, Equipment, Food and Logistics

As general policy, the museum does not rent the facility for weddings/wedding receptions, prom events or sleepovers. The museum reserves the right to deny the use of the facility when such use may endanger the facility or exhibits, or when the use is inconsistent with the museum's purpose or reputation.

### Inclement Weather Policy

The museum follows the university's inclement weather policy. In the event that the university is closed due to extreme inclement weather, your event will need to be rescheduled and you will not be charged.

### Auditorium A/V Equipment

The museum has available one lapel mic and one handheld mic available for use in the auditorium. Any other items must be arranged through OIT. The museum does not have staff available to instruct in the use of this equipment. A full set of instructions is available on site in the auditorium. It is recommended that users familiarize themselves with the equipment prior to their presentations. An A/V specialist may be available for additional cost. Groups using their own A/V equipment may not disconnect or alter existing museum A/V configurations. Groups are responsible for any damage to equipment. The museum also has available one podium and handheld mic for use in the lobby or Decorative Arts gallery.

### Food, Drink and Decorations

Food service plans and decorations must be approved by the Director or Assistant Director. The museum does not have facilities to refrigerate or heat food or beverages. Cooking that generates smoke or excessive smells is not permitted. Food and drink are permitted in the areas designated by museum personnel prior to the event. Smoking and the use of candles is prohibited throughout the museum.

### Caterers

The museum has no restrictions on the selection of caterers, but encourages the use of ARAMARK because of their familiarity with the campus and the facility. Caterers must be approved by the museum and follow museum policies.

### Alcoholic Beverages

All events serving alcoholic beverages must be approved by the Vice Chancellor for Finance and Administration or their designee. As a general policy, alcohol is not allowed at events with students in attendance. If beverage service is provided by a caterer, they must have the appropriate liquor license. Cash bars are permitted, but must be staffed by a licensed bartender who will handle the cash transactions. Beverages may be served only to those 21 years of age or older. Proof of age is required of anyone seeking to consume or purchase alcoholic beverages. Alcoholic beverages may not be served to university students, regardless of age.

### Clean-up

Groups using the museum facilities are responsible for clean-up after their event. All food, beverages, utensils, serving containers and trash must be removed at the end of the event. Tables, tablecloths and chairs must be removed no later than 9:00 a.m. the next day, including those items dropped off by a rental company for your event. The museum is not responsible for any items left 24 hours after the event. The

museum will supply garbage cans and trash bags. Filled bags should be placed in the dumpster behind the museum. If preferred, the museum can arrange for janitorial services after an event for an additional cost.

#### Billing

UT arranged events are normally billed via departmental transfer. All other groups, must arrange for payment at least one week prior to their event.

#### Cancellations and no shows

In order to avoid a charge, please be sure to cancel your event at least one week prior. Events cancelled less than one week prior to their scheduled reservations may incur a fee. No shows will be charged the complete rental fee.

#### Parking

For events Monday–Friday from 8:00 a.m.–5:00 p.m., parking must be arranged with University Parking Services. On weekends and evenings, parking is available on Circle Park Drive. On days when there is a home football game, all parking on campus is reserved. For men’s basketball, parking in the vicinity of the museum is reserved. For Lady Vol games and various events at the Thompson-Boling Arena, there is an event parking fee. For an event at the museum when there is a charge to park in Circle Park, the Circle can be rented from Parking Services for an additional fee. Inquire for details.