

# McCLUNG MUSEUM

## of Natural History and Culture

RENTAL POLICIES, Revised 7/2021

### 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 Tuesday through Saturday from 9:00 a.m. to 5:00 p.m. The museum is closed for Saturday home games during football season, and on the following holidays and administrative closure dates: January 1, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day and December 24 and 25. The museum is available for rental outside of public operating hours at the discretion of museum staff and subject to this policy.

### Reservation Request Procedure

Reservation requests must use the online rental request form. **Any request must be received at least one month (four weeks) prior to your event. Your request will then be reviewed by museum staff, and your request will be approved or denied within a week after submission. Please allow time for this process in your planning. Your event is not confirmed until you have been contacted by a museum staff person to affirm acceptance of the reservation.**

The museum will only consider events that relate to the museum's mission and can be accommodated by museum staff capacity and schedule. The museum reserves the right to deny the use of the facility when such use disrupts courses being held in the museum's auditorium, may endanger the facility or exhibits, or when the use is inconsistent with the museum's purpose or reputation. The museum does not rent the facility for weddings, wedding receptions, prom events, or sleepovers.

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).

### Spaces Available for Private Events

**The museum lobby** area can accommodate up to 75 people for a standing reception. Tenting the front entrance to the museum increases capacity, but requires prior approval. The museum patio can accommodate a 20' X 40' tent.

**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. Food and drink is not permitted inside the auditorium. *The museum does not provide A/V staff for events.*

**Galleries and exhibitions** are what makes an event at the museum special. Your guests may explore the galleries. However, event set up is not allowed in these spaces. Additionally, guests may not bring food and drink into the galleries. The on-site museum liaison and security guard at your event will be present to ensure that appropriate museum etiquette is followed. If you would like interpretive engagement, such as a tour or lecture, you may request an additional staff member for an added fee.

## Furnishing

**For events in the lobby**, the museum has the following items available for a fee:

- One podium with a microphone
- Four eight-foot folding tables
- Two six-foot folding tables

Additional tables, linens, AV equipment (like screens), and chairs must be rented through an outside rental company. Museum personnel are not responsible for setting up or taking down furniture.

Setup for an event can start no sooner than 4:30pm on days when the museum is open to the public, or one hour before the event on days when the museum is closed to the public. This includes the delivery of any items dropped off by an outside rental company. *Please arrange to have a point of contact associated with your event on-site for any items being dropped off for your event. Museum staff are not responsible for overseeing deliveries. Items dropped off by rental companies must be picked up no later than 9:00 am the following morning.*

**For events in the auditorium**, the museum has one lapel microphone and one handheld microphone available for use in the auditorium. Any other items must be arranged through the UT's Office of Information and Technology (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. Groups using their own AV equipment may not disconnect or alter existing AV configurations. Groups are responsible for any damage to equipment.

## Timing, Staff, and Fees

### **Staffing**

Each event requires the presence of a UT security guard and museum staff liaison. Please note the security guard and museum staff are not responsible for setup or breakdown of your event. Events with food or large groups may incur an additional fee to cover janitorial services.

### **Event Timing**

Private events that are not directly presented in collaboration with the museum can only occur outside of regular public hours so as not to disrupt the museum's regular visitors.

On days when the museum is open to the public, set up for an event can start no sooner than a half hour before the museum closes to the public. Hourly use fees commence at 5:00 p.m. and extend until the museum is shut down after the event. This includes 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.

On days when the museum is otherwise closed, event fees will include any time needed for set up, break down, and clean up for the event.

### **Standard Billing**

<b>Group Type</b>	<b>Rate</b>
UT Group*	\$200 for up to 4 hours \$50/hour for each additional hour
Non-Profit Group	\$500 for up to 4 hours \$100/hour for each additional hour
Corporate/Private Group	\$1,500 for up to 4 hours \$300/hour for each additional hour

\*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.**

## Additional Fees

<b>Item</b>	<b>Charge</b>
Tables	\$10/each
Podium and microphone	\$20
Additional museum staff for a tour or lecture	\$50/hour

An additional janitorial fee will be charged as needed to the renter at the discretion of the museum as determined by the museum staff liaison. This fee will predominantly apply to events with heavy catering or large crowds.

## Parking

For events Tuesday–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 events at the Thompson-Boling Arena, a parking fee is determined and administered by UT Parking. For details or to arrange parking, please contact UT Parking Services at 865-974-6031. 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 of \$5 to \$10 per space.

## Food, Drink and Decorations

**Food service plans and decorations** must be approved by the museum staff liaison. The museum does not have facilities to refrigerate or heat food or beverages. Cooking on site is not permitted. Sternos are only permitted with professional catering. Food and drink are only permitted in the lobby and outside of the museum. Smoking and the use of candles is prohibited throughout the museum. Botanicals or florals must be provided by a professional florist. Only cut arrangements are allowed (no potted plants).

## Caterers

The museum strongly encourages the use of ARAMARK because of their familiarity with the campus and the facility. Other licensed caterers may be used so long as they follow the museum policies set forth in this agreement.

## Alcoholic Beverages

All events serving alcoholic beverages must be approved by UT’s Vice Chancellor for Finance and Administration or their designee. Per University 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. Per University policy, 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 immediately after the end of the event.

The museum reserves the right to add additional janitorial services to an event to assist with clean up at the expense of the renter. This will most typically apply to events with large numbers of guests or elaborate catering set ups.

## 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 more than **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.**

Inclement Weather and Emergency Policy

The museum follows the university's inclement weather policy and emergency protocols. In the event that the university closes due to inclement weather or any other unforeseeable emergency scenario, your event will be canceled and you will not be charged. All events are also subject to any changes to UT's policies and procedures during the COVID-19 pandemic.