



REGINALD F. LEWIS MUSEUM
of Maryland African American
History & Culture

Facility Use Policies and Guidelines

Museum Mission Statement: The Reginald F. Lewis Museum of Maryland African American History & Culture (hereinafter referred to as the “Museum”) is operated by the Maryland African American Museum Corporation, a public corporation and independent agency and instrumentality of the State of Maryland (hereinafter referred to as the “Museum Corporation”). The Museum seeks to be the premier experience and best resource for information and inspiration about the lives of African American Marylanders. The Museum seeks to realize its mission by collecting, preserving, interpreting, and exhibiting the rich contributions of African American Marylanders from the State’s earliest history to the present and into the future.

Facility Use Requests

Requests for use of Museum facilities for special events should be directed to:

Group Sales and Special Events Manager

The Reginald F. Lewis Museum of Maryland African American History & Culture

830 East Pratt Street

Baltimore, Maryland 21202

443-263-1811 or fax 410-333-1138

E-Mail: Ramos@maamc.org

Web Site: www.africanamericanculture.org

The Museum is a state of the art attractive venue for corporate, social, and association functions/events. The Museum is a premier venue at which to hold events.

Individuals or organizations, the Client seeking to reserve use of Museum facilities (the “Client”) will be asked to supply the following information:

Individual/Organization name, address, telephone, fax number and e-mail address

Contact name

Date and time of the event requested

Estimated number of guests

A brief description of the event

Museum Facilities requested

General catering, entertainment, and decoration plans

After reviewing the reservation request, the Museum's Group Sales and Special Events Manager will review the event plans to determine if they are consistent with the Guidelines and the mission and priorities of the Museum. If the event appears inappropriate for the Museum's facilities, the Group Sales and Special Events Manager and the Client may need to meet for clarification before a final decision is made. The Museum Corporation reserves the right to decline a request for use of the Museum's facilities at its sole discretion.

Requests for use of the Museum's facilities should be made a minimum of two months in advance of the event. A signed Letter of Agreement and deposit will be required to reserve Museum facilities. The deposit shall be considered non-refundable upon approval of the reservation request and must be submitted two months prior to the date of the function. Availability is on a first-come/first-served basis. Use is restricted to those dates, times, and areas specified in the Letter of Agreement.

Availability

The Museum's facilities are available, during non-public hours, from 7:00 am-9:00 am and 6:00 p.m. – 11:00 p.m. weekdays (Monday-Friday) and 7:00 p.m. to 11:00 p.m. Saturday & Sunday. All events must end by 11:00 pm, unless prior arrangements have been made with the Group Sales and Special Events Manager. Beverages and food service must end 30 minutes prior to the event's conclusion and music must stop by the scheduled event ending time. Extended hours are available @ \$450.00 per hour, upon approval by the Group Sales and Special Events Manager.

The Exhibits are available from 6:00 pm-8:00 pm at no charge. After 8:00 pm there is a \$140.00 per hour charge. On particular occasions an Exhibit Staff person may be required.

The Museum's non-public spaces are available to rent during public and non-public hours (i.e., Board Room, Orientation Classroom, Distance Learning Center, Conference room and Commons area. The Theater is available during public and non-public hours depending on availability and the scope of event.).

Deposit, Payment of Balance, Cancellation

A deposit of \$500.00, along with a signed Letter of Agreement, is required to confirm a reservation. The deposit shall be considered non-refundable upon approval of the reservation request and must be submitted no later than two months prior to the date of the function. **The balance of fees due must be paid fourteen (14) business days before the date of the event**, otherwise the request shall be considered null and void. Checks must be made payable to the **“Maryland African American Museum Corporation, Inc.”**

If the event is canceled more than six months in advance, there will be a full refund of the deposit. If canceled between three and six months in advance of the scheduled event, there will be a 50% refund of the deposit. Three months and under, the deposit will not be refunded; however the event can be rescheduled depending on the availability of the facility. The deposit may be applied to the rescheduled event.

Caterer

The Museum's caterer shall provide all catering services to the Client. Delivery of food and beverage must be arranged through the Museum's caterer.

Mandatory Pre-event Walk-through

A walk-through with the Group Sales and Special Events Manager, the Museum's Caterer, and the Client or Client's representative is required at least one (1) month prior to the event. The Facilities Manager and Security Manager shall be included when necessary. At the time of the walk-through, the Client must be prepared to outline all plans and arrangements for the event and the name and contact information for all of the Client's event contractors/vendors.

Decorations

During the walk through, all plans for decorations in connection with the event must be submitted for approval by the Groups Sales and Special Events Manager. **No tacks, staples, tape, or glue may be used to attach decorations to walls, floors, ceilings, woodwork, metal work, or artifacts. The use of helium balloons, confetti, and rice is prohibited. Decorations may not be mounted on artifacts and exhibits. If in doubt, please ask the Museum's representative.**

All signs and banners that will be visible from outside the reserved space must be approved in advance by the Group Sales and Special Events Manager.

Prohibited Items

The serving of red wine is strictly prohibited. The use of candles is strictly prohibited. Events may not cause any hazard or impose undue hardship to the Museum or its collections, exhibitions, facilities, staff, and visitors. **The Museum prohibits laser shows, fog, smoke, and bubble machines, live animals, and gambling activity of any kind.**

To protect the integrity of its collections, the Museum has a strict policy regarding the use of flowers. **Potted live plants and flowers are not permitted on the premises.** Clients are encouraged to use silk floral arrangements for decoration instead of cut or dried flowers or plant material. In any case, cut and dried flowers and plant material are prohibited on all floors of the Museum except the first floor. Floral arrangements on the first floor must be stored on the loading dock of the Museum until one hour prior to the start of the event and removed within 30 minutes of the event's conclusion. **No flowers or plants of any kind are permitted in or near the exhibit galleries.**

As stated above, lighted candles and open flames (except for burners used by the Museum's exclusive Caterer) are not permitted in the Museum. Nothing may be attached to the walls, ceilings, floors, or windows unless approved in advance by the Group Sales and Special Events Manager.

Use of any tobacco products in the Museum is strictly prohibited. Eating, drinking and photography are also prohibited in exhibit galleries. Possession or use of illegal drugs, firearms, knives, or any other weapons on Museum property is strictly prohibited.

Alcoholic Beverages

The Museum does not permit the serving of alcoholic beverages to anyone under the age of 21 or to anyone who appears, in the sole discretion of the Museum, Museum Security Staff or the Museum's Caterer, to be intoxicated. Therefore, the Museum's Caterer must supply and staff all bars. Proof of age must be provided as required by law. Any time alcoholic beverages are served: food and non-alcoholic beverages must also be served. **Guests may not bring alcoholic beverages into the Museum.** As stated above, red wine is strictly prohibited. Any unauthorized alcoholic beverages will be confiscated and disposed of and the individual refused admittance. Bars will close 30 minutes before the end of the event. The Museum or the Museum's Caterer retains the right to refuse service to any person who presents an immediate threat to Museum property or to other persons.

Electrical Service

No one may use or tamper with the electrical system at the Museum, including resetting breakers. A designated Museum staff person is on hand throughout the event to attend to these needs. All electrical cables and wires that must be laid on the floors or grounds of the Museum must be protected by the use of UL approved cable covers or an equivalent system. Cables or wires may not be taped, stapled, glued, or tacked to the floors or any other surface.

The Museum has multiple 120v 15 amp outlets located around the perimeter of the building, which should serve the needs of most events. The Museum has the capability to provide 220 volt, 100 amp, 3phase, 4 wire service for special needs such as theater lighting and exceptional sound loads. There is a charge of \$50 per hour for non-standard connections, plus the cost of materials, if any. Service over and above the supply indicated above will require a portable generator whose size, cost, and delivery are the responsibility of the Client.

Parking

Paid parking convenient to Museum visitors is located in the immediate neighborhood of the Museum. Metered parking is also available along President Street, Albermarle Street and throughout the Harbor East and Little Italy neighborhoods. Arrangements can be made with the Groups Sales and Special Events Manager for parking validation at a discounted fee at the PMI Little Italy parking garage across the street from the Museum.

Vehicles are not permitted on Museum property except for authorized loading and unloading and handicapped drop-off/pick-up and parking. Permitted vehicles must be parked in public parking areas or designated areas. The operators of any unauthorized vehicles stopped or parked on Museum property will be asked to move immediately or the vehicle will be towed at the owner's expense.

The Museum can refer Clients to shuttle service operators and valet parking services, if requested.

Coat Check/Valet Parking Services

The Museum does not provide Clients coat check or valet parking services. However, the Groups Sales and Special Events Manager may refer the Client to available approved providers. The Museum Corporation is not responsible for damage or loss to the personal property of the Client, its guests, other contractors or persons associated with the event.

Advertisements, Press, News Releases, and Ticket Sales

All advertisements, press and news releases, and other written materials made available to the public or media regarding the event must first be approved by the Group Sales and Special Events Manager. Use of the Museum's logo in connection with the event may be granted in writing by the Group Sales and Special Events Manager, with the understanding that no changes may be made to the logo. No representation may be made or implied that the Museum Corporation is a sponsor or a partner in the event except with prior written approval by the Museum Corporation. At least (30) days in advance of the event, arrangements must be made with the Group Sales and Special Events Manager for press or broadcast media coverage of the event. **Event ticket sales at the door are not permitted.**

Deliveries

Arrangements for all deliveries must be made in advance through the Group Sales and Special Events Manager. No deliveries will be accepted prior to 4:00 p.m. on the day of the event. The Group Sales and Special Events Manager or designated representative must sign for all deliveries. Signing for such deliveries does not obligate the Museum Corporation to pay for the goods delivered or delivery charges. **All deliveries, equipment, and rentals must leave the museum at the end of the event, unless special arrangements have been made with the Group Sales and Special Events Manager.**

Delivery of food and beverages must be arranged through the Museum's Caterer. Museum staff will not take delivery of food and beverages.

Equipment and Materials

The Museum Corporation is not responsible for equipment or material brought in by the Client, its employees, contractors, or guests. The Museum Corporation is not responsible for the loss or theft of property belonging to the Client, its employees, contractors, or guests. If materials are left after the event, the Client will be billed for storage at the rate of \$250.00 per day. Any equipment left for more than 30 days after the event will be deemed the property of the Museum Corporation and may be disposed of as the Museum Corporation determines. The Museum Corporation is not responsible for storage of perishable items, including flowers, food, or beverages, before or after the event. Any such products left after the event will be discarded.

Security

The Client, its employees, contractors, and guests must comply with all instructions from on-site Museum and security staff during the event. Failure to comply with these Guidelines or verbal instructions may result in the immediate closing of the event, vacating of the Museum, and forfeiture of all fees.

Event Monitoring

Representatives of the Museum will be in attendance at the Museum at all times during the event. The Client must designate a personal representative who will remain on the premises throughout the event. The event is to end at the time specified in the Letter of Agreement. If the Client's guests do not leave the premises directly after the event and breakdown is delayed, the Client will be charged an additional fee of \$450.00 per hour for each additional hour or partial hour of service.

Set Up and Breakdown

Set up and breakdown for the event are the sole responsibility of the Client. Neither the Museum Corporation nor its staff has any responsibility to assist in these functions. Setting up and dismantling tables, chairs, decorations, and other event-related material must not disrupt the public's use of the Museum or staff work. **Blocking or obstructing exits is prohibited.**

The Client must exercise caution when bringing supplies and materials into the Museum. Specifically, no tables, chairs, boxes, or other objects are to be placed against the walls or exhibits.

Only Museum staff may handle works of art, collection items, and exhibit or other Museum furnishings. No materials, objects, or equipment belonging to the Museum Corporation may be used except with specific written approval by the Group Sales and Special Events Manager.

Protection of Museum Facilities and Collections

The Client acknowledges that the Museum is an important landmark structure filled with exhibits of artifacts, objects, and works of art that are fragile and irreplaceable. It is one of the Museum's prime missions to preserve and protect these resources. No action on the part of a Client, its contractors or guests that jeopardizes the preservation of these historic resources will be tolerated. The Client is responsible for any damage to artifacts, works of art, museum fixtures, exhibits and structures, except to the extent the damage is due to actions or omissions by the Museum. Any assessment of Client damage by Museum staff will be billed to the Client at the rate of \$100.00 per hour per staff person. Any additional costs for the conservation, preservation, restoration, or other remedial action necessary to repair damage to or replace artifacts, museum fixtures, exhibits, or works of art resulting from the acts or omissions of the Client, its employees, contractors, or guests will be billed to the Client.

Client Liability

Clients must procure public and employee liability insurance from a responsible company approved by the Groups Sales and Special Events Manager, with minimum coverage of \$1,000,000 per person for any one claim and aggregate coverage of \$3,000,000 for any number of claims arising from any one incident. The Museum Corporation may increase the required amounts at its discretion. The Museum Corporation shall be included as an additional insured on all policies, and shall be identified as: The Maryland African American Museum Corporation, 830 E. Pratt Street, Baltimore, Maryland 21202, Attn: Group Sales and Special Events Manager. All policies shall specify that the insured shall have no right of subrogation against the Museum Corporation for payments of any

premiums or deductibles. Upon request of the Museum, the Client must furnish evidence of its insurance coverage to the Group Sales and Special Events Manager. Evidence of liability coverage shall be in the form of a certificate, policy rider, or binder. The Client is liable for any damages to or losses of Museum property including buildings, artifacts, and other contents, and injury occurring to persons or property, during or as a result of the event. The cost of repairing or replacing any damaged or lost Museum equipment will be billed directly to the Client. Payment in full is required 14 days after a bill for damages or losses is sent.

The Client agrees to indemnify and hold the Museum Corporation harmless from and against any and all claims, losses, actions, damages, liabilities, and expenses (including court costs and attorney's fees) which the Museum Corporation may suffer arising out of the Client's use of the Museum buildings and adjacent walkways and parking areas, caused wholly or in part by any act or omission of the Client, its agents, licensees, concessionaires, employees, or invitees. In the event that the Museum is made a party to any litigation commenced by or against the Client, its agents, licensees, concessionaires, employees, or invitees as a result of the event, caused wholly or in part by any act or omission of the Client, its agents, licensees, concessionaires, employees, or invitees, the Client will indemnify and hold the Museum Corporation harmless and will pay all damages, costs, expenses, and reasonable attorney's fees incurred or paid by the Museum Corporation in connection with such litigation. The Museum Corporation agrees to indemnify and hold the Client harmless from and against any and all claims, losses, actions, damages, liabilities, and expenses (including court costs and attorney's fees) which the Client may suffer arising out of the Client's use of the Museum buildings and adjacent walkways and parking areas, caused wholly or in part by any act or omission of the Museum Corporation, to the extent permitted by the Maryland Tort Claims Act.

Violations of Guidelines

Any violation of these Guidelines will result in cancellation or termination of the event. The Museum Corporation will make every effort to meet the Client's event needs, but reserves the right, in its sole discretion, to disapprove any service provider with whom the Client contracts. Such disapproval does not void the contract created by the approved Letter of Agreement or the obligations of the Client to pay for use of the facilities, nor create any liability whatsoever for the Museum.

If there are any questions regarding these Guidelines, please call the Group Sales and Special Events Office at 443-263-1811.