Jundt Art Museum
GONZAGA UNIVERSITY, SPOKANE, WASHINGTON

FACILITY USAGE REQUEST INSTRUCTIONS

You will be given your facility and security request forms at your initial meeting with the program coordinator.

You will not be allowed to reserve an event date or time until you have met with the program coordinator.

Your meeting will take approximately twenty minutes.

❖ The Jundt Art Museum will not schedule any event if the requested date is less than four weeks away.
Your event will be cancelled by the museum if we don’t have all of your forms and fees within the required time-frame. At no time will the museum consider “rush” requests.

❖ FEES:
Rental fees are due when you turn in your signed rental contract.
Security Officer wages will be billed after the event.
A security and cleaning deposit of $250 must accompany your request form.

Receptions for up to 95 people for 2 hours: $200.
Dinners for up to 40 people for 2 hours: $500.
Fees will be pro-rated for longer events.

The rental fee is waived if the organization responsible for the event is from within Gonzaga University.
If a Gonzaga University employee or department wishes to sponsor an event, there is a 25% discount.

Organizations outside the Gonzaga community must provide insurance coverage for their event.
There is a $25 one-time, non-refundable fee to process liability insurance.

Fees which cannot be waived or discounted:
Campus Security Officer:
$25/hour with a minimum of $100
Use of the Jundt Galleries during your event:
$50 (This option is not always available).

❖ LIABILITY INSURANCE:
If your group is from off-campus, you will be asked to provide proof of group liability insurance for your event. Jane Archer in Campus Services will be happy to help you with this. MSC 2614/ Spokane, WA 99258-2614
509-313-6852/ archerj@gonzaga.edu. You will be charged a $25 fee to process your insurance.

❖ Your event will be restricted by the primary function of the space, which is the protection, preservation, and display of artwork. Anything that might interfere with that primary function will not be allowed. ❖
INSTRUCTIONS

1. ESTABLISH AN EVENT POINT OF CONTACT
If, for any reason, the people who meet with the program coordinator cannot be present at the time of the event, your event will be cancelled by the museum and you will have to start the process over.

2. DECIDE WHAT KIND OF EVENT YOU WANT TO HOLD
The Chancellor's Room is ideally suited to a reception or a lecture/reception. The lounge area can accommodate about 85 people comfortably plus about another 75 people in “overflow” into the Arcade Gallery. The 85-seat Jundt Lecture Hall opens directly into the Chancellor's Room. It is a smart classroom with full connectivity and a multi-purpose stage. There are sectional couches in the Chancellor’s Room that can be used as casual seating for your event. Some small-scale events may be allowed during the hours the museum is open. Coffee/couch style meetings for 10 people or fewer, and other types of events for less than 30 people will be considered on a case by case basis for hours during which the museum is open. Dinners are occasionally allowed in the Chancellor's Room, but are restricted by the space to 48 guests. There are a number of other special circumstances for dinners. Do not plan a dinner without first consulting the program coordinator. The Chancellor's Room is not suitable for a large meeting and will not be rented out as such. No additional furniture is allowed in the Arcade Gallery or the Jundt Galleries.

3. DECIDE ON A DATE AND TIME
The Jundt Art Museum is open to the public Monday through Saturday from 10am to 4pm. Most Friday and Saturday evenings are not available for events. Set up for an evening event may NOT begin before 3pm during the week. Given those restrictions, find the date that will best suit your needs. Please also choose one or two other dates. The museum calendar fills up quickly, especially for August, September, December, and May.

4. CONTACT THE PROGRAM COORDINATOR
As soon as you know what kind of event you want AND your preferred date, call or email the program coordinator to make sure your date is available and to schedule your meeting with her. At that point your event request will be added to the museum calendar so your date will not be given away. Your event cannot be confirmed during this phone call.

5. READ THE INSTRUCTIONS

6. MEET WITH THE PROGRAM COORDINATOR
Please allow at least twenty minutes for this meeting. At the meeting you will be given the chance to reserve your date, and you will be given your facility usage and security request forms. Reservation of your date does not signify approval.
GENERAL GUIDELINES AND RESTRICTIONS

Even though you’ve paid your rental fee or are members of the Gonzaga community, you are still VISITORS to the museum. Do not move, remove, add, open, close, turn on, or turn off anything without asking museum staff first. Your group will be responsible for any labor, material or equipment costs incurred as a result of your event.

Your group may not change the purpose of the event, anticipated attendance, or any of the confirmed arrangements without approval by the program coordinator.

Basic restrictions.

Some things are never allowed:
- Helium Balloons
- Champagne
- Sterno
- Open flame of any kind
- Red Wine
- Weddings
- Wedding Receptions
- Dances
- Dinners for more than 40 people
- Most live music.
  - If your event NEEDS live music, please consult the program coordinator for ideas/restrictions. As a basic rule, no pianos or keyboards, or brass instruments are allowed.

Furniture

There are restrictions on the number and kind of furniture and accessories you can bring into the museum for your event:

- You may not bring any furniture or accessories into the museum that have not been pre-approved by the program coordinator.
- You may only use the museum’s tables & chairs.
- You may not put anything less than three feet from any and all artwork in any of the rooms (this includes artwork in glass cases).
- You may not put any furniture in the Arcade Gallery or the Jundt Galleries.
- If you use any kind of chair in the museum, it must be situated five feet from artwork or cases.
- You will not be allowed to bring chairs into the Chancellor's Room except for a pre-approved dinner event. You are restricted to the chairs the museum owns.
- Name-tag table: we will provide one small table to be set up in front of our reception desk for nametags.
- Podiums, speakers, miscellaneous and anything else you might think is necessary for your event, must follow these same rules.
- Any and all outside furniture may not be dropped off at the museum before your agreed upon set up time, and all outside furniture must leave the museum immediately following your event.

The museum is not responsible for items delivered to the museum for your event.
All deliveries must be made through the west doors at the loading dock.
Alcohol Policy

Alcohol cannot be served if your event is not restricted by invitation or if the museum is open to the public during your event. If you are serving alcohol, your department/organization must procure the proper permits and post them in the Museum during the event. (Alcohol permits are obtained from the liquor store and a permit must also be obtained from the Vice President for Student Life, 313-4100). Your group and your guests must adhere to all Federal, State, and City laws and regulations, including those of the State Liquor Control Board and laws regulating Controlled Substances. You must hire a bartender from Sodexo who will remain throughout the event and will check IDs.

Security

Museum staff and Campus Safety & Security Officers are the only people allowed to provide security for the museum. You will not be allowed to have your event in the museum without engaging a Campus Safety & Security Officer. Please budget $25/hour from set-up through clean up for your security officer. The security officer wage is for a minimum of four hours and cannot be waived. Your completed Security Request Form must be in the museum office at least 4 weeks in advance of your event. The museum will submit your form and confirm your Security Officer. For any evening event on a day the museum is open, your Security Officer will be scheduled to start at 4pm (or earlier if necessary).

Please note that the Security Officer you engage is not hired for protection of you, your guests, your furnishings, or your valuables. He or she is only responsible for the museum and its furnishings and art.

Gallery Attendants

If you want to have the Jundt Galleries open for your event, you will be assigned at least 2 Jundt Art Museum work-study students. The Jundt Art Museum requires 30 days’ notice to schedule these students. The fee for student support is $50 per event and cannot be waived. The Jundt Galleries are not always available to be open for events.

Brochures, Flyers, & Invitations

Any publication used to announce or advertise your event must contain:
the full name of the museum:

Jundt Art Museum

Invitations should also include
the appropriate location address with driving directions:
502 East Boone Ave
Spokane, WA 99258
Drive North on Division, as you enter the Ruby corridor, turn right (East) on Desmet and then right (South) on Pearl. There is an electronic readerboard for Gonzaga University just before Desmet. We’re the brown brick building with the copper spire at the end of Pearl Street.

You may adjust the driving directions, but if you choose to add the street address, you may not adjust it. We suggest leaving the street address off entirely as it is misleading. Please do not use the museum’s phone number as a way for your guests to find the driving directions. These directions are also available on our website. www.gonzaga.edu/jundt

Catering and Caterers

Sodexo Catering (313-6902) is the only caterer allowed in the Jundt Art Museum. You must hire Sodexo personnel to oversee your event. That fee is $20/hour per server. For most events, we ask that you request paper service. If you believe your event requires china service, you must get permission from the Program Coordinator.
Auxiliary spaces
The Jundt Art Museum occupies the west side of the Jundt Art Center. Gonzaga University’s Art Department occupies the east side of the Jundt Art Center. A smart classroom, The Charlotte Y. Martin Foundation Lecture Hall, connects both sides of the building and is used in myriad ways for various events. Any use of the Art Department hallways (some caterers use this space for staging food) needs to be cleared by Laurie Hitchcock (313-6686). The lecture hall (Jundt 110) is scheduled through GUEST Services (313-6857) or: Gonzaga Groups: www.gonzaga.edu/scheduling; External Groups: www.gonzaga.edu/reservegu

Auxiliary furniture
Even the smallest piece of equipment must be pre-approved by the program coordinator and situated according to the rules and regulations regarding placement. If you have not consulted the program coordinator about additional furniture or equipment, you will not be allowed to set up that furniture or equipment the night of your event. The museum has a podium you may use.

Return your completed forms and pay your rental fees
Four weeks in advance of your event is the LATEST possible time your fees and forms can be received.

The forms are the Security Request Form and the Facility Usage Request Form that you receive during your initial meeting with the program coordinator.

If your fees AND forms are not in our hands four weeks before your event, your event will not be held at the Jundt Art Museum.

You need to have followed whatever instructions you were given concerning scheduling or paying for the lecture hall separately.