

**NEW MEXICO MUSEUM OF SPACE HISTORY
FACILITIES RENTAL
POLICIES & PROCEDURES
Effective October 16, 2017**

RENTAL SPACES AND FEE SCHEDULE

Prices reflect a minimum four hour rental unless otherwise noted. Staffing costs are in addition to rental fees. Rentals in excess of four hours will be prorated accordingly. Rental fees may be pro-rated for events that last less than four hours at the discretion of the Executive Director.

It is a violation of the state anti-donation clause to offer discounts for non-museum hosted events. Fundraising activities are prohibited, unless said fundraiser benefits the museum.

Museum Building: Areas available include

- First floor, lobby, patio: \$500.00
 - First floor has available projector and screen (additional rental fee applies)
 - Max capacity: 110
- Entire museum: \$1500.00
 - Max capacity: 500

Hubbard Space Science Education Building:

- Library/conference room: NOT AVAILABLE

Tombaugh Science Education Center & Theater: Areas available include

- 85 seat auditorium with A/V elements (Projector, DVD): \$250.00 per hour (All A/V element usage must be pre-approved by the Museum 2 weeks prior to event. Theater rental is available before and after hours only, unless special arrangements have been made.)
- Two large classrooms, seating up to 40 people each. Both rooms are equipped with a projector and screen (additional rental fee applies). Includes tables and chairs. \$200 each, four hour minimum. Additional hours prorated.

Grounds and Gardens: Areas available include:

- Astronaut Memorial Garden (includes patio behind Hubbard building): \$150.00
- John P. Stapp Air & Space Park (including Museum Patio): \$175.00
- Upper Parking Lot and/or Lower Parking lot: \$375.00 each or \$650.00 for both. Sections (1/2, 1/3, 1/4) of each parking lot pro-rated at minimum of \$125.00
 - 145 parking slots per lot
- NOTE: Restrooms are not available for these locations before or after museum hours.

Available rental furniture & equipment:

- Please see Museum Rental Fee Worksheet attached.

All rentals require a minimum of one museum staff member.

- Staffing costs: \$25 per hour, per staff member. Four hour minimum.
 - Events with 100 or more people will require at least 2 staff members.
- Security guard: \$25 per hour, four hour minimum.
 - One guard minimum per hundred people.
 - Required for events with alcohol.

Set up and breakdown:

- Four hour rental includes set up and breakdown time. If additional time is needed, it will be prorated according to the hourly rate and may include staff time or overtime.

FACILITIES USE TERMS & CONDITONS

- Rental fees are due in advance with a 50% deposit required at signing, balance due within 30 days; check made to museum.
- \$200 refundable damage deposit is required for all users with a check payable to museum, due two weeks prior to the event
- A certificate of insurance is required w/liability of \$1,050,000 as per State of NM Risk Management, due two weeks prior to the event
- Alcohol requires a Picnic Permit via the Alcohol & Gaming Division of the state, at least 4 weeks prior to event. This is the responsibility of the user.
- Facility User understands that all areas rented are to be returned to the condition to which they were prior to Users utilization thereof.
- The User will be notified of any damages and is liable for said damages incurred to any/all portions of the facilities associated with their use. Any damages will result in partial or complete forfeiture of the damage deposit paid. If damages exceed the amount of the deposit, the User will be responsible for payment of additional charges incurred. The decision as to whether deposits shall be forfeited is entirely that of the Museum.

In addition to the above, the User must observe the following guidelines at all events. Failure to do so may cause damage to property or the possibility of cessation of the event by contracted security officers, police, fire marshals, etc.

1. All users are prohibited from climbing on, decorating or moving any signage, furniture or vegetation planters.
4. All guests and/or contractors are prohibited from climbing on, decorating, setting food or beverage containers on, or moving any exhibit feature or case (interior or exterior) or signage associated with exhibit.
5. Nothing may be attached to any internal or external window of the facility.

6. Nothing may be attached to any other facility surface without prior approval from the Museum Director. ***Poster putty is the only acceptable adhesive*** (no masking or scotch tape, nails, thumbtacks, etc. can be used) on any surface including all floors throughout the entire facility.
7. No decorating or setup may begin before 4:30 p.m. in any public area of the Museum. All decorations must be pre-approved. Any decorating or setup that may interfere with Museum patrons (i.e. in galleries, lobby area, etc.) will not be allowed until after 5:00 p.m. **If any special arrangements need to be made, they must be discussed and pre-approved by the Museum Director or Marketing Director.**
8. No open flame candles may be used for decoration and no open flame cooking and/or heating devices may be used anywhere on the museum grounds.
9. No rose petals, confetti, rice or birdseed can be used at any event (including weddings.)
10. Contracted musicians (DJ's or bands) must provide their own equipment including tables, chairs and electrical cords. Outdoor music must be turned down to 70 decibels at 11:00 p.m. and will be turned off at 12:00 a.m. (midnight)
11. Parking in fire lanes, no parking zones or handicapped parking is prohibited and violators will be ticketed and/or towed at their own expense. Any type of unloading in the fire lane must be completed and vehicle moved within 15 minutes.

Exhibit Space Use Checklist

- ✓ No leaning on cases or against walls with exhibits.
- ✓ No drinks or food placed on top of cases or exhibits.
- ✓ If food or drinks have been placed on top of cases or exhibits, please have them removed immediately and the area wiped down with a non-abrasive cloth.
- ✓ If a spill occurs on a case or exhibit, notify museum staff immediately.
- ✓ Watch for spilling of beverages on floors. This should be mopped up immediately.

New Mexico Museum of Space History
Contract Agreement for Facility Rental

NOTE: At least two weeks prior to the event, please provide to the museum the following:

- 1) Insurance waiver
- 2) Picnic license, if applicable
- 3) Damage Deposit
- 4) Event Itinerary, to include set up and breakdown
- 5) Floor plan

Group/Institution

Contact Person _____

Address _____

Phone _____

Fax _____

E-Mail _____

Rental Location(s)

Date of Event _____

Time Event Begins _____ A.M

Ends _____ A.M./P.M.

Number of Guests _____

Description/ Purpose of Event

Special Conditions

Rental Fee \$ _____ (see worksheet below)

Damage Deposit \$ \$200 _____

User Acknowledgment: _____ **Date:** _____

Museum Acknowledgment _____ **Date:** _____

Please make all checks payable to the New Mexico Museum of Space History.

Mail to:
New Mexico Museum of Space History
POB 5430
Alamogordo, NM 88311-5430

For more information, contact:

Cathy Harper
Marketing/Public Relations Director
575-437-2840 ext. 41153
Cathy.harper@state.nm.us



Facilities	Fee		Total needed	Total fee	
	per 4 hrs	add hrs			
First floor, lobby, patio	\$500	\$100			
Entire Museum	\$1,500	\$150			
Hubbard Library	\$140	\$45	Not Available		
Dome Theater	\$1,000	\$250			

Theater classroom	\$200	\$50		
Memorial Garden	\$150	\$25		
Space Park, patio	\$175	\$35		
Upper Parking lot	\$375	\$75		
Lower Parking lot	\$375	\$75		
Both Parking lots	\$650	\$150		
Furniture/Equipment	Per each			
25 Pub tables	\$15			
6' Rectangular tables (15)	\$15			
6' circular tables (15)	\$15			
Chairs (50)	\$1.50			
Podium	\$20			
Projector/standard screen	\$25			
Projector/14' screen	\$100	\$25		
7500 watt generator	\$100	\$25	Not available	
20x20 tent	\$100	\$25		
Pipe & Drape (5 – 10' sections)	\$100	\$25		
25 round table covers (white/120")	\$8.00			
15 rectangular black table covers	\$8.00			
Bar	\$50	\$10		
20 Uplights/4 light bars	\$15			
STAFFING	per person			
Museum staff	\$100	\$25		
Security guard	\$100	\$25		
Damage Deposit	\$200			
TOTAL				0

Museum Rental Fee Worksheet