

- Museum staff may be on site, but will not be able to oversee the set up or cleanup for your event.
- Any questions regarding the set up for your event will be directed to the contact person indicated on the scheduling form.

_____ In the Set up / Teardown notes, request Housekeeping to sweep/mop all catering areas used prior to museum opening the day following the event.

_____ The Museum chairs must be used for lectures/events if needed. A maximum of seating for 70 is allowed.

- There are 50 black chairs stored onsite in the museum office area.
- 20 more chairs are housed in offsite storage and must be requested be brought over from storage in the set up notes if needed.

_____ Indicate the number of chairs needed on the EMS form. Specify **museum chairs** in the notes.

_____ The Museum podium may be used. Please indicate on EMS form.

_____ Specify the **Clive Gallery** for lecture location and chair set up.

_____ Request the appropriate number of tables for catering use.

_____ Specify the **Education Gallery** for all catering set up.

CATERING/BEVERAGE SERVICE

_____ **Any catering or alcohol at the museum must be from Rollins Catering Services, the approved campus catering and alcohol provider.**

_____ Any food/drink will be restricted to the front Education Gallery area of the museum. Request all catering set up to be in the Education Gallery of the museum.

- *Alterations to this mandate must be approved by the Cornell Fine Arts Museum representative.*

_____ Request signage indicating “No Food or Drink Past this Point” be placed in the **Education Gallery** archway leading into the other gallery areas of the museum. Signage will be supplied by the Cornell Fine Arts Museum.

_____ Request small trash cans for all catering refuse.

_____ **Someone from the sponsoring department MUST be on-site to oversee Facilities and Catering set-up**, even if set up occurs before museum closing hours. Museum staff cannot oversee the set up. *Please put the department contact name and number on the scheduling form and above so that Facilities and Catering will know who to contact for direction.*

_____ **A representative from the sponsoring department MUST stay after the event to oversee any catering clean-up.**

_____ **All food refuse MUST be removed from the museum at the end of each event in order to avoid insect infestation.** The sponsoring department representative must make sure the catering refuse is taken to the Rollins dumpster (not left in the museum or by the road).

_____ If your event is in the evening and catering needs to set up inside the museum past business hours, the scheduled house manager and security officer must be on site for the set up as well, plus your department representative must be on site to oversee set up.

HOUSE MANAGER

_____ One House Manager will be required for your event to oversee the front reception area and to be on site for any set up/tear down that occurs outside of museum staff hours. There will be a four-hour minimum charge at the rate of \$10/hour for the use of the House Manager (\$40 minimum), regardless of the length of your event. This charge will be billed to your department.

- *The presence of the House Manager does not negate the requirement for a departmental representative to be on site to supervise set-up / clean-up. Nor does it negate the requirement for security officers.*

SECURITY OFFICERS

_____ Indicate clearly on the form how many people are expected to attend your event. Security arrangements will be made through **Scheduling and Event Services**. Your department will be billed for officers at the rate of \$25/hour per officer with a four hour minimum (minimum \$100 charge).

- Security will be required to roam the galleries.
 - < 50 attendees with no food = 1 officer
 - < 50 attendees with food = 2 officers
 - > 50 attendees with no food = 2 officers
 - > 50 attendees with food = 3 officers
 - > 100 attendees with no food = 3 officers
 - > 100 attendees with food = 4 officers
- Should food and drink be utilized, one officer will be stationed in the Education Gallery. The remaining officer(s) will roam the galleries.

- An extra officer will be required should access to the back patio through the museum be requested, no matter how many attendees are expected.

*The total number of officers needed depends on the number of attendees expected, whether the back patio area will be accessed, should food/drink be involved, etc. **Scheduling and Event Services** will be able to inform you on the number of officers needed and the cost involved. Any alterations to the number of officers required must be approved by the Cornell Fine Arts Museum representative.*

A security officer must be on site during set-up when occurring after museum open hours.

_____ The museum door may not be unlocked and guests may not enter until the scheduled officer is on site, and no more than 30 minutes prior to the event start time, at which time the officer will unlock the front door and enable the handicapped button.

GALLERY SITTER

_____ When a current exhibition requires a gallery sitter and access to view that exhibition is requested during your event, a gallery sitter must be arranged by the museum for the duration of your event. There will be a four-hour minimum charge at the rate of \$10/hour for the use of the Gallery Sitter (\$40 minimum), regardless of the length of your event. This charge will be billed to your department.

- *The museum representative will be able to confirm the need of a gallery sitter.*

AUDIO VISUAL/CLASSROOM TECH/LIGHTING

_____ Request Audio/Visual set up on EMS form. The museum has a built in A/V system.

_____ Request **Classroom Tech** assistance on the EMS form for set up, for any laptops for presentation, and for wireless presenters.

- Museum staff will not be able to assist in A/V set up.
- Classroom Tech is not able to assist unless the request is made on the EMS form.
- A representative from the sponsoring department must be present for A/V set up, during which time Classroom Tech will instruct on the use of the system panel.
- Up to 4 wireless microphones are available for use at the museum. Any combination of handheld mics/lavalieres must be noted on the EMS form. All mics requested will be located in the office area on the conference table. *All microphones must be placed back on the conference table at the end of the event.*

_____ The sponsoring department representative is responsible to return all microphones to the office area conference table. ***Any lost/stolen microphone equipment replacement will be billed to the sponsoring department.***

_____Request presentation lighting be set in the Clive Gallery and screen put down should a PowerPoint presentation be utilized. *The House Manager will be able to assist with this.*

PARKING

Please contact Christina Schloot (Scheduling and Events Services—ext. 2541) directly for information regarding reserved parking.

MISC

_____ Arrange with Christina Schloot to have a walkthrough with the museum representative and the catering representative (if used) at the museum at least 10 days prior to your event.

_____ Unless specifically requested by the sponsoring department, all other galleries will be darkened as the museum will be closed. The House Manager or CFAM staff will do this.

_____ Request stanchions be placed to close off all but Clive galleries unless otherwise requested.

_____ The museum gift shop will be closed at all times for other department sponsored events unless previously approved by the museum representative.

To modify your event or add resources, please visit Virtual EMS at <http://ems.rollins.edu/VirtualEMS>

Scheduling and Event Services	407-646-2541 (Christina Schloot)
Classroom Tech	407-646- 2357
Campus Safety	407-646-2999
Museum representative	Hind Berji, 407-646-1595