

CU Museum of Natural History Rental Contract

TODAY'S DATE: _____

DEPT./ORGANIZATION INFORMATION:

Name of Renter:

Address/Campus Box:

Name of Event Manager:

Email:

Phone:

RENTAL/EVENT INFORMATION:

Date of Event:

Time of Event*:

* Must include time for set-up before event and clean-up after event; maximum time allowed is five hours total.

Event Description:

Estimated # of Attendees:

Museum Location:

Alcohol to be served (circle one): Yes No

Name of Caterer (if applicable):

Phone # of Caterer (if applicable):

Name of Person Signing Contract (*if different from Event Manager):

Email:

Phone:

TYPE OF GROUP:

_____ Private Renter

_____ Academic Department

_____ Other Campus Organization (explain): _____

RENTAL FEE: (Please make checks out to "University of Colorado") _____

TERMS OF USE:

The University Of Colorado Museum Of Natural History offers two distinctive public spaces, the Paleontology Hall and the BioLounge, as rentals for dinners, receptions, lectures, and meetings. The following conditions and restrictions apply when renting the museum.

GENERAL Terms

- The Paleontology Hall and BioLounge are galleries in the University of Colorado Museum. Renter agrees to be respectful of the unique and irreplaceable objects in the galleries.
- Any deviation from the approved use of the facility may result in immediate shut down of the event.
- Furniture in the halls may be rearranged only by Museum staff.
- Decorations must be pre-approved by the Visitor Services Manager.
- Rental time must include time for set up and clean up.
- A Renter-designated event manager and a Museum representative must be on site at all times during an event.
- The Museum is not air conditioned but can be kept comfortable with fans.
- The Museum is wheelchair accessible on the north side of the building and we have a wheelchair available for use.
- Balloons are not allowed in the museum.
- Parking is limited. The closest university parking is Euclid Autopark, which charges hourly rates during business hours and a flat rate at other times.
- After 5:00 pm and weekends, parking adjacent to the museum is available for \$4.00 parking lot 208.
- Smoking is prohibited on the CU-Boulder campus.
- Renter agrees to comply with local, state and national laws as well as policies and regulations of the University of Colorado.
- The Museum is committed to non-discrimination in accordance with Regent Law and University policy. The Museum does not necessarily endorse the ideas of individuals and groups who rent its facilities, unless expressly stated.
- The Museum reserves the right not to rent to individuals or groups whose activities may be harmful to the exhibits and collections in the Museum. The Museum reserves the right to require the lessee to pay for additional security should the nature of the event warrant that.

RENTAL FEE AND DEPOSIT

- A **nonrefundable** \$50 deposit will be required to hold the space.
- If Renter is paying by credit card, Renter can either pay at the Museum front desk, or by phone at (303) 492-6892.
- If Renter is paying by check, Renter should write a \$50 check to hold the space, which deposit will be returned if the event goes forward, or deposited if the event is cancelled. Renter shall provide a **separate check** for the Rental Fee, payable no later than the day of the event.
- If Renter is paying with University IN, Renter should send it to *Samantha Eads, UCB 218*. Renter should not include the amount due on the form.
- Renter agrees that Renter is responsible for reasonable cleaning and repair expenses incurred by the Museum as a result of the event. In the event that cleaning charges exceed the Rental Fee, Renter will be notified of additional charges within 3 business days after the event.

FOOD SERVICE

- There are no formal kitchen facilities in the Museum. Food preparation and cooking must take place off site.
- If Renter intends to serve catered food, Renter is responsible for identifying and contracting with a caterer. The Museum can provide a list of caterers who have worked in the building in the past. The Museum must be notified of the caterer's arrival time before the day of the event.
- The Museum does not provide dishes, tableware, glasses, or paper products. Renter or caterer must provide those.
- Deliveries need to be coordinated with the Museum representatives prior to the day of the event.
- Red wine and red beverages are prohibited in an effort to avoid stains on the floors in the Paleontology Hall and BioLounge.
- Candles and open flames are prohibited. Heating devices for food must follow university and Museum guidelines for the protection of persons and objects in the Museum. The Museum may require attendants to serve food. Prior to signing a contract with a caterer, Renter should have Renter's proposed caterer contact the Museum to clarify any arrangements.
- Exhibit cases are not to be used as receptacles for dishes or trash.

ALCOHOLIC BEVERAGES

- Alcoholic beverage service must comply with policies of the University Board of Regents, the State of Colorado and the City of Boulder. Questions may be directed to the Office of Risk Management: 303-492-8581.
- Renter must provide a TIPS certified bartender either through the caterer or through other means. The museum does not provide bartenders to serve alcohol.
- Events with sales of alcohol are not permitted in the museum.
- The Campus Alcohol agent will determine if additional security will be needed for events with alcohol service. The additional cost of this security will be added to the bill for the rental. Lessees will be given an estimate for security fees prior to the event.

Renter Responsibility and Indemnification

Renter acknowledges and understands the Terms of Use stated herein regarding the University of Colorado Museum and agrees to adhere to these terms. Renter accepts full responsibility for the preservation of the University of Colorado Museum while Renter's function is in progress. Renter hereby agrees to indemnify and hold harmless the Regents of the University of Colorado, administrators, employees, and students from and against any and all claims or demands. Indemnification is not limited and includes any liability of payment (including death) sustained by any person or persons, or on account of damage to property including the loss or use thereof arising out of, or in connection with this lease.

INSURANCE REQUIREMENTS

- a. If Renter is not a university user, Renter must provide proof of the following insurance: General Liability coverage with limits of not less than \$1,000,000 combined single limit.
- b. Where applicable, auto coverage for owned and non-owned auto liability with limits of not less than \$1,000,000.
- c. Where applicable, workers' compensation coverage at required statutory limits.

- d. Where the *non-university group* will distribute, or will contract with the university to distribute alcoholic beverages on university premises, Host Liquor Liability insurance with limits of not less than \$1,000,000.
2. All insurance policies shall name the Regents of the University of Colorado, a body corporate, as additional insured.
3. The certificate Holder shall be: The Regents of the University of Colorado, University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203-1187. Certificates must be provided at the time the *use agreement* is executed and shall be sent via e-mail to: URM@CU.EDU.
4. Policies shall be primary to all other coverage that may be concurrently in effect.
5. All policies shall be underwritten by a company licensed to do business in the State of Colorado.

Museum and Renter agree to abide by all of the foregoing terms and conditions.

Signed,

Renter Organization Representative	Date
Name:	
Title (if Applicable):	

Samantha Eads	Date
Visitor Services Manager	
218 UCB, Boulder, CO 80309-0218	

PH: (303) 735-5015 EMAIL: Samantha.eads@colorado.edu