

Coral Springs Museum of Art

FACILITIES INFORMATION AND USE AGREEMENT

MISSION

To engage and connect our diverse communities with dynamic exhibits, exceptional art education, stimulating specialty programs and inspired events to ignite cultural enrichment.

FACILITIES & EQUIPMENT

The Coral Springs Museum of Art is owned and operated by the City of Coral Springs. The Coral Springs Museum of Art holds events that foster the mission of the Coral Springs Museum of Art. In addition, the facility is available for rent for private events, including performances, weddings and other celebratory functions. Rental of the Coral Springs Museum of Art for meetings, seminars and other educational activities is available, provided such activities are consistent with the mission. Please note that the Coral Springs Museum of Art is a limited public forum, and as such, the general public does not have full access to all rooms within the facility; only the common areas and gallery space.

The Coral Springs Museum of Art interior facilities include mixed-use areas, private offices, artist studios, education spaces, open gallery areas and restrooms. Free parking is available at the Coral Springs Museum of Art and limited paid parking on the street.

RENTAL SPACE

Gallery Area

Capacity: standing	Up to 275 pending exhibit set up
Capacity: sit-down	Up to 250 pending exhibit set up
Capacity: Lecture	Up to 100 pending exhibit set up

Limited occupancy due to exhibits; exhibits cannot be change/moved/removed/event rental only not for exhibition

Meeting Room | Upstairs coming soon

Capacity: reception	20
Capacity: class	20
Capacity: sit-down or lecture	20

Downstairs Studio

Capacity: class	max 20 pending set up
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Limited tables/chairs
Limited easels available
small sink

Large Studio

Capacity: class

max 30 pending set up

Hallway Gallery

Available to rent for art exhibit
Upstairs, Downstairs or Both spaces
Receptions may be able to be scheduled pending availability.
The amount of work to be shown is pending size and installation

Catering Area

Includes: staging space, refrigerator, ice machine, small sink
Catering area is the also the downstairs studio space. It has limitations | Free with Gallery Rentals but access time may vary.

Approved event activities, including ticket sales, registration table or other activities are restricted to the spaces rented.

RENTAL EQUIPMENT

Along with the rental of the Coral Springs Museum of Art facilities, the following equipment is available for additional rental fees:

Banquet chairs - 70
Tables must be rented from an outside source.
Projector pending availability

All activities associated with the event, including decorating, set-up, breakdown, serving, food preparation, clean-up, are the sole responsibility of the applicant.

FACILITY RENTAL HOURS

Coral Springs Museum of Art is available for rent during specified periods of time throughout the year. Coral Springs Museum of Art is pre-reserved each year for events produced by the Museum. Please check with Coral Springs Museum of Art onsite staff for general availability. Use of Coral Springs Museum of Art is limited to two times per month, unless the event receives the prior written approval of Coral Springs Museum of Art as a qualified recurring event. Availability is subject to change at the discretion of the Museum. All events will begin and end at specified times according to this Application and Facilities Use Agreement (the Agreement). The applicant will be responsible to ensure that the event ends on time. Additional fees will be assessed for failure to vacate the facility within the scheduled time.

Viewing the Coral Springs Museum of Art facilities is by appointment only by calling **954-340-5000** or by emailing our staff at **museuminfo@coralsprings.org**

Office Hours: Monday-Saturday 8:30 am to 5:30 pm
Hours are subject to change

The Coral Springs Museum of Art is closed on holidays and is not available for rental without prior written approval of the Coral Springs Museum of Art.

FACILITY USAGE GUIDELINES

- Applicants must be 21 years of age.
- Applications are approved on a first-come, first-served basis; availability is always subject to the Coral Springs Museum of Art events; priority is also given to events that promote the Coral Springs Museum of Art's mission.
- Residents and non-profit organizations may rent the Coral Springs Museum of Art for private functions at a discounted rate; proof of residency or not-for-profit status is required. A non-profit organization is defined as a qualified 501(c)(3) corporation.
- Non-residents and other businesses may rent the Coral Springs Museum of Art at the standard rental rates;
- All rentals are subject to availability and the at the discretion of the Coral Springs Museum of Art; arts and culture related rentals will be given priority.
- Parties interested in rental must submit a rental request form to be considered. The form is available on our website. www.coralspringsmuseum.org

SECURITY DEPOSIT FEE:

A security deposit in the amount of five hundred dollars (\$500.00) shall be required. The security deposit must be paid not less than three (3) days after approval of the application for the event to be placed on the Coral Springs Museum of Art calendar. The security deposit shall secure the applicant's obligation to repair any damage to Coral Springs Museum of Art or CITY OF CORAL SPRINGS property. The applicant is responsible to leave the Coral Springs Museum of Art and all CITY OF CORAL SPRINGS property in its original condition prior to the event. Any costs to the CITY OF CORAL SPRINGS for clean-up or repair of damage caused by the event will be deducted from the security deposit. Any remaining security deposit will be refunded thirty (30) days after the event. Additional charges will occur in the event damages exceed the \$500.00 deposit.

A pre-event and post-event walkthrough will be conducted by the Coral Springs Museum of Art onsite staff with the applicant. The cost of any and all damage to the premises or the equipment and rules violations will be deducted from the security deposit. Examples of damage and/or rules violations that will result in deduction from the security deposit include: floor stains; stains on walls; broken or missing furniture and/or equipment; defacement of any part of the interior or exterior of the building; damage created by improper use of equipment or non-compliance of facility rules; unauthorized use of the kitchen or other spaces at the Coral Springs Museum of Art; unauthorized extension of event hours; improper storage of equipment; failure to properly clean the kitchen and other facilities used for the event.

RENTAL FEE DEPOSIT:

Fifty percent (50%) of the rental fee is due no later than thirty (30) days after the approval of the agreement for the event to remain on the Coral Springs Museum of Art calendar. The rental fee includes the facility rental and all fees for additional services such as equipment rentals, onsite staffing assistance, etc.

FULL PAYMENT:

The fifty percent (50%) balance due must be paid thirty (30) days prior to the event. Failure to make final payment will result in event cancellation.

SALES TAX:

Florida state sales tax will be charged on the rental fee. Non-profit organizations must present their non-profit status form, and tax-exempt organizations must present their tax-exempt certificate when completing this application.

SECURITY FEE:

The applicant may be required to hire the Broward County Sheriff's/City of Coral Springs Officer, or other CITY OF CORAL SPRINGS-approved security provider based on the use of the Coral Springs Museum of Art, the anticipated duration of the event, including set-up and breakdown time, the number of people anticipated to be in attendance, the activities to occur at the event, whether food will be served, whether alcohol is served, and any other factor related to the security of the Coral Springs Museum of Art and surrounding areas. The Coral Springs Museum of Art will determine the need for security/chaperons for the event.

CANCELLATIONS:

In the event of a cancellation more than ninety (90) days prior to the event date, the applicant will receive a full refund of the rental fee, less an administrative fee of twenty percent (20%) of the rental fee or twenty dollars \$20.00, whichever is greater.

If a cancellation is made more than thirty (30) days but less than eighty-nine (89) days prior to the event, the applicant will receive a fifty percent (50%) refund of the rental fee, less an administrative fee of twenty percent (20%) of the rental fee or twenty dollars (\$20.00), whichever is greater.

No refund will be given if less than thirty (30) days' notice of the cancellation is given.

The event may be rescheduled one time if the applicant contacts the Coral Springs Museum of Art on-site manager in writing at least 90 days prior to the original event date and provided the alternate date is available. Rescheduling requires a non-refundable payment in full of all rental fees at the time of rescheduling.

If an event is scheduled less than 30 days prior to the event date, full payment of the rental fee must be made, and the rental fee is not subject to a refund.

Emergencies: The Coral Springs Museum of Art and CITY OF CORAL SPRINGS reserve the right to cancel or reschedule an event at any time, with or without prior notice due to circumstances for

which it has no control, such as weather. If a facility rental must be canceled due to an emergency, the applicant may reschedule the event at no additional charge or may qualify for a full refund of the rental fee.

INSURANCE:

The applicant is required to at its own expense procure and maintain liability and property damage insurance for protection against all liabilities related to the use or occupancy of the space, and operations incidental thereto, with a minimum combined single limit of liability of not less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate. The City of Coral Springs and Coral Springs Museum of Art must be listed as an additional insured. Insurance is due no less than thirty (30) days prior to the event.

LOGISTICS AND SAFETY REVIEW:

All events are subject to logistics and safety review by the Coral Springs Museum of Art onsite staff, law enforcement, fire rescue, public works, building, zoning and risk management. The applicant shall provide a floor plan and event timeline no later than thirty (30) days prior to the event. The applicant must comply with all recommendations made for logistics and safety for the event.

VENDORS:

A list of all vendors participating in the event, including contact information shall be provided at least sixty (60) days prior to the event date. All agreements with caterers, entertainers, photographers, and other vendors are the sole responsibility of the applicant. All vendors providing service to the applicant in the Coral Springs Museum of Art must be properly licensed, including a current business tax receipt and proper insurance coverage and pre-approved by the Coral Springs Museum of Art. The applicant's vendors shall provide sufficient proof of licensing and insurance upon request.

RULES AND REGULATIONS:

The following rules and regulations have been established by the Coral Springs Museum of Art for the benefit of all artists and guests of the Coral Springs Museum of Art. These rules and regulations are intended to preserve a clean and attractive environment, and to assure the peaceful enjoyment of the Coral Springs Museum of Art. All artists and their guests shall comply with the rules and regulations as follows:

The following rules and regulations are subject to amendment by the CITY OF CORAL SPRINGS and/or Coral Springs Museum of Art from time to time.

ADDITIONS TO EXTERIOR OF BUILDINGS AND STRUCTURAL CHANGES:

Changes affecting the appearance of the exterior of the Coral Springs Museum of Art, such as decorations, awnings, signs, sun shades, air conditioning equipment, fans, screens, balcony or patio covers and enclosures, satellite dishes, or similar changes shall require the prior written approval of the CITY OF CORAL SPRINGS and Coral Springs Museum of Art. No materials shall be installed at or around any window. Exterior television or radio antennas are prohibited. Structural changes to the interior or exterior of the Coral Springs Museum of Art shall require the prior written approval of the CITY OF CORAL SPRINGS. Except for normal hanging of artwork on walls by the Coral Springs Museum of Art onsite staff, no person shall mark, drill into, or in any way injure, deface, or damage any wall, ceiling, door, frame, partition, floor wood or metalwork, wiring fixture, plumbing, and/or any equipment.

ALCOHOL:

The applicant assumes all liability for serving and consumption of alcohol. State and local laws apply with regard to alcohol consumption. The applicant is responsible for obtaining any permits or licenses necessary to sell and/or serve alcohol. If alcohol is provided at the event, liquor liability insurance will be required. The Coral Springs Museum of Art will provide information as needed to obtain Special Event permit in compliance with State of Florida Regulations.

The CITY OF CORAL SPRINGS reserves the right to discontinue the service of alcohol at any time during an event. All events must stop serving beverages 45 minutes prior to the end of the event.

All beer and wine must be purchased through the museum. In the event liquor is eligible to be served you must work with a licensed and approved vendor. The museum will let you know if you are eligible to server liquor with or without a permit pending state laws.

APPLICATIONS/PAYMENT:

Reservations are required at least thirty (30) days prior to the event and may be made up to one (1) year in advance. All evidence of residency and non-profit status must be submitted along with the application.

CHILD CARE:

Any events that provide childcare or child instruction at the Coral Springs Museum of Art must provide approved background checks for ALL personnel that will be responsible for child care or instruction

CITY OF CORAL SPRINGS RESERVATION OF RIGHTS:

The CITY OF CORAL SPRINGS reserves the right to refuse use of the Coral Springs Museum of Art and may cancel any reservation or event because of activity or content deemed by the CITY OF CORAL SPRINGS to be inconsistent with the Coral Springs Museum of Art mission or not in the best public interest.

CLEANING:

The applicant is responsible for removal of all garbage and trash. The applicant is responsible for removal of all non-CITY OF CORAL SPRINGS equipment (i.e. linens, décor, AV equipment and all personal items). The applicant must provide all garbage bags. The applicant may use the dumpster located in the Coral Springs Museum of Art loading area for trash/garbage disposal. If the facility is not appropriately cleaned there may be a deduction from the security deposit.

COMPLAINTS:

Complaints of violations of these rules should be made to the Coral Springs Museum of Art onsite staff, either verbally or in writing. Neither the CITY OF CORAL SPRINGS, nor any of its agents, servants, or employees, shall be responsible to any artist or artist's guests for any non-observance of rules, regulations, and conditions on the part of other persons.

CONSENT REVOCABLE:

The CITY OF CORAL SPRINGS reserves the right to reject any prior written approval in the best interest of the Coral Springs Museum of Art.

DECORATIONS:

Tape, tacks, staples, nails, screws or glues/adhesives are not permitted to attach any object to furniture, fixtures, walls or floors. The applicant may use fishing line, ribbon, florist wire, zip ties or string to hang decorations. Ice sculptures are not permitted indoors. Any prop, set or furniture heavier than 50 pounds requires prior written approval of the Coral Springs Museum of Art. Glitter, confetti, bird seed, rice, sand, silly string, poppers and any similar materials are not permitted. Lit candles, pyrotechnic devices (including fog machines) and bubble machines are not permitted. Battery operated candles only. No decoration of the Coral Springs Museum of Art common areas is allowed.

Furniture may not be moved without the prior written approval of the Coral Springs Museum of Art.

Storage facilities are not available for the applicant's use.

All items **must** be out of the Coral Springs Museum of Art at the conclusion of the event. Should any items be left behind, the CITY OF CORAL SPRINGS will charge the applicant (\$20.00) for every hour that the items remain at the Coral Springs Museum of Art.

DELIVERIES:

Artist shall notify the Coral Springs Museum of Art onsite staff in writing 24 hours in advance of any deliveries. Prior authorization for such deliveries is required except for emergencies. No deliveries will be allowed after 5:00 p.m. All tradesmen must be licensed and insured.

EMERGENCIES:

In the case of emergency involving the facilities, contact the Coral Springs Museum of Art onsite staff. The emergency phone numbers are listed at the front desk. In the event of an immediate emergency requiring professional assistance, dial 911. The Coral Springs Museum of Art has no storage facilities available for use during these events.

ENFORCEMENT:

The Coral Springs Museum of Art onsite staff shall have the authority to enforce all rules and regulations governing use of the Coral Springs Museum of Art. Lack of cooperation by the applicant and/or the applicant's guests may result in closing the event and/or contacting security/police.

Any person who destroys or steals property of the Coral Springs Museum of Art will be personally liable to the CITY OF CORAL SPRINGS for repairs and replacement of such property and will be required to leave the event immediately. Such destruction or theft may be prosecuted to the fullest extent of the law.

FEES/CONTRIBUTIONS:

The sale of goods, services, food or beverages, or charging admission fees requires the prior written approval of the Coral Springs Museum of Art. This provision does not apply to CITY OF CORAL SPRINGS sponsored events.

FIRE ALARM/SPRINKLER SYSTEM

If the applicant or a guest of applicant sets off the sprinkler or fire alarm as a result of any unapproved activity, the applicant will be responsible for any costs or fines which result.

GAMBLING:

Gambling activity is prohibited in the Coral Springs Museum of Art.

OFFICE HOURS OF OPERATION:

The Coral Springs Museum of Art will be open to the public during regular hours of operation:

Monday-Saturday 8:30 am to 5:30 pm

Hours are subject to change

CATERING USE:

No cooking is permitted in the Coral Springs Museum of Art. All food service items must be removed at the end of the event. Delayed pickup of any food service rental items is subject to prior written approval of the Coral Springs Museum of Art. If delayed pickup is approved, all food service rental items must be cleaned and repacked in the delivery cartons and arranged for pickup according to the prior written approval.

LAWS AND REGULATIONS:

The applicant agrees to comply with all laws of the United States and of the State of Florida, the rules, regulations and policies of the CITY OF CORAL SPRINGS, and any applicable municipal or county ordinances (collectively “the Laws”). Failure to comply with any one or more of the Laws may, at the discretion of the CITY OF CORAL SPRINGS, may result in the termination of this Agreement by the CITY OF CORAL SPRINGS. If, in the opinion of the CITY OF CORAL SPRINGS, violation of one or more of the Laws may cause a public or private hazard or nuisance, the CITY OF CORAL SPRINGS may demand the immediate correction of such violation or may terminate the event authorized to be conducted by this Agreement.

LIMITED USE:

Use of the Coral Springs Museum of Art is limited to the specific event description approved. Any other use is prohibited. The event is limited to the space within the Coral Springs Museum of Art that is approved and paid for. There may be more than one function, party or event taking place in the Coral Springs Museum of Art. Crowds congregating in common areas will be asked to disperse. Doors are not to be propped open in any room under any circumstances with the exception of loading and unloading purposes. The Museum has designated areas for rentals some areas are shared space and not available as part of a rental; staff will assist in disclosing those areas.

LITTERING AND TRASH DISPOSAL: Littering is strictly prohibited. Paper, cans, bottles, and other trash are to be deposited only in trash containers, and under no circumstances are such items to be dropped or left on the grounds or other common areas of the facility. All trash shall be placed in plastic bags. All garbage refuse and/or waste matter shall be removed from spaces to such location and in such manner as the onsite staff shall direct. In no event shall organic garbage or refuse, such as food, food cartons, etc. be allowed to remain in a museum overnight. No person shall sweep or throw anything out of any window or door or into any public hall or stairway.

LOADING:

Loading will take place through designate loading areas as directed by Coral Springs Museum of Art staff. (Loading areas include rear entrance and occasionally front entrance) Vehicle parking will not be allowed in the loading area. Parking for service vehicles requires the prior written approval of the Coral Springs Museum of Art.

MAINTENANCE OF THE COMMON AREA:

Improvements and maintenance of the common area shall be done only by the Coral Springs Museum of Art onsite staff or the CITY OF CORAL SPRINGS.

MISREPRESENTATIONS:

The Coral Springs Museum of Art reserves the right to withhold all or a portion of the rental fee and/or close an event if it determines that the applicant has misrepresented information on this application or any application-related documents. Examples of such misrepresentations include but are not limited to: failure to disclose the true nature of the event; failure to disclose the level of utility usage; exceeding the reported number of guests; failure to report the sale or service of alcohol.

NOISE AND NON-DISTURBANCE:

No person shall make or permit any loud noise or disturbance of any kind within the Coral Springs Museum of Art, produce objectionable odors, or interfere with the rights, comforts, or convenience of other artists. At no time are musical instruments, radios, phonographs or televisions to be so loud as to become a nuisance to other tenants and guests of the Coral Springs Museum of Art. Music, DJ's etc. need to be approved prior to any special event rental.

OUTSIDE ACTIVITIES:

There shall be no use of the areas outside the buildings without the prior written approval of the CITY OF CORAL SPRINGS. Fires and any lighted materials, such as candles, torches, etc., are strictly prohibited. Guests shall comply with all local, state and federal regulations regarding fire safety. The sidewalks, parking areas, drives, roadways, entries, corridors, and fire escapes shall not be obstructed or encumbered, and shall not be used for any other purposes than ingress and egress.

PARKING:

Parking is permitted in designated parking areas only. Events are subject to interruption to remove vehicles from fire lanes or other spaces that are not approved parking or cause a hazard, nuisance, landscape damage or obstruction. If an event requires more than the available parking, the application may not be approved or may be required to find offsite parking or valet service at their own expense.

PERMITS:

The applicant is responsible for obtaining all licenses and permits required for the event, including any special event permits required by the City and any alcohol licenses.

PERSONAL PROPERTY:

The CITY OF CORAL SPRINGS and Coral Springs Museum of Art and its agents and staff will not be liable for any property of the applicant or the applicant's event sponsors, vendors or guests if such property is damaged, misplaced, or stolen.

PETS:

No pets are allowed in the Coral Springs Museum of Art, except service animals.

PLUMBING:

Any damage resulting from misuse of such plumbing fixtures during a rental shall be the responsibility of the renter. Water shall not be left running in the sinks. Report all plumbing defects to the Coral Springs Museum of Art onsite staff immediately and shall be responsible for the costs to repair all damages resulting from his/her negligence.

POLITICAL ACTIVITIES:

Political fundraisers and distribution of candidate or other political literature is prohibited.

PROGRAMMING FOR PUBLIC EVENTS:

Educational programming for concerts and other events open to the general public is limited to the following areas: music; film; theater; dance; public art; and, arts education.

RECURRING EVENTS:

The Coral Springs Museum of Art may be rented for recurring events but are subject to prior written approval of the Coral Springs Museum of Art. Fees for such rentals are included in the Coral Springs Museum of Art fee schedule. Recurring events may be moved without notice to another meeting space at the Coral Springs Museum of Art at the discretion of the Coral Springs Museum of Art.

SMOKING:

In compliance with the Florida Clean Indoor Act, section 386.201, Florida Statutes, the City does not permit smoking within City or CITY OF CORAL SPRINGS-owned and operated buildings. SMOKING IS PROHIBITED in the Coral Springs Museum of Art and its adjacent facilities, including the courtyard and all parking areas.

SUPERVISION:

All children under the age of 16 must be supervised by an adult during the time in which they are at the Coral Springs Museum of Art. The applicant shall be responsible for ensuring that the applicant's vendors and guests comply with the rules and regulations governing use of the Coral Springs Museum of Art. Any vendor or guest determined to be non-compliant is subject to removal from the event.

STUDIO USAGE:

- Painting of doors, walls, furniture etc. is not permitted.
- Furniture, including, but not limited to tables, pedestals, chairs, shelves and vases shall not be placed in hallways, or in any communal space without the prior written approval of the Coral Springs Museum of Art.
- No floor cloths or mats will be permitted in any hallways or common areas.

- All music devices must be kept at a low volume.
 - The spraying of any volatile substances is prohibited indoors. An outdoor space is provided outside at the back of the building. The artist is responsible for the proper care and disposal of any and all materials, including but not limited to hazardous materials. Without in any way limiting the generality of the foregoing: (i) spray paint, fixatives and lacquers are not allowed in enclosed spaces, and if used, must be used outdoors and in locations which will not affect the person or property of others; (ii) odorless turpentine A/K/A Turpenoid is required; (iii) painting rags shall not pile up; and (iv) proper safety precautions shall be followed with any hazardous materials.
 - Alcohol is prohibited, with the exception of events sponsored by the Coral Springs Museum of Art and the CITY OF CORAL SPRINGS or approved rentals.
 - Cooking anywhere in the Museum is prohibited.
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FEES

Rental of the Coral Springs Museum of Art facilities and equipment is subject to fees for the facility, equipment, onsite staff services, and security. The fee schedule is approved by resolution of the CITY OF CORAL SPRINGS MUSEUM BOARD from time to time and is available at the Coral Springs Museum of Art.

Pricing

SPACE	RESIDENT/NON-PROFIT	STANDARD RATE	SECURITY DEPOSIT
Main Gallery 2-hour minimum 5-hour package <i>Events only walls are not for rent.</i>	Mon-Wed \$350/hour Thurs-Sat \$450/hour Mon-Wed \$1500 Each additional hour \$150 Thurs-Sat \$2000 Each additional hour \$200 *Holiday/Sundays hourly rate+ \$50/per hr, packages + \$1000 Subject to availability/staff	Mon-Wed \$450/hour Thurs-Sat \$550/hour Mon-Wed \$2000 Each additional hour \$200 Thurs-Sat \$2500 Each additional hour \$250 *Holiday/Sundays hourly rate + \$50/per hr, packages + \$1000 Subject to availability/staff	\$500
Downstairs Studio 2-hour minimum	M-Sat \$100/hour	M-Sat \$150/hour	\$500
Large Studio 2-hour minimum	M-Sat \$100/hour	M-Sat \$150/hour	\$500
Meeting Room 1-hour minimum	M-Sat \$50/hour	M-Sat \$75/hour	\$500
Hallway Galleries Upstairs or Downstairs Both spaces One (1) Month by calendar no splitting months; includes your set up and breakdown <i>Walls for rent only. No event reception may be included pending availability</i>	\$200 for either area or \$350 for both	\$200 for either area or \$350 for both	\$500
Catering Space	Only available for use with Main Gallery Rental		
ADDITIONAL FEES			Notes
Afterhours Staffing* 2 people required	\$25/per person/per hour	\$25/per person/per hour	*afterhours is before or after we open/close or if
Holiday/Sunday Staffing* 2 people required	\$50/per person/per hour	\$50/per person/per hour	we close the facility from the public for private use
Chair rental	\$1.00/per chair		
Table rental	\$2.00/per table		
Set up for tables/chairs			
Break down for tables/chairs			
Projector			
Mandatory Cleaning Fee	\$100.00	\$100.00	
Beer + Wine Requires bartender	Per person cost	Per person cos	Inquire for rates + fees