



MAIER MUSEUM OF ART
AT RANDOLPH COLLEGE

Program/Event Partnership Policy

General Guidelines

The Maier Museum of Art (“the Maier”) at Randolph College (“the College” or “RC”) is an integral part of the life of the Randolph College and Lynchburg communities. The building it occupies is owned, insured, and maintained by RC. The Maier director is the chief point of contact for approving any use of the facility for special events or educational and informational programs developed outside the Maier. Persons wishing to schedule a special event or educational program at the Maier must first submit a request form (see page 4) and obtain the approval of the Maier director.

Due to the space constraints of the facility, the small size of the Maier staff, and concerns about the safety of the art housed here, **the Maier is not available for private use or rental by groups outside the College community.** However, the Maier is willing to host partnership programs or events, at the discretion of the Maier director. Requested programs or events must meet both of the following two requirements in order to be considered by the Maier director:

1. Program/event topic or theme **must** directly relate to the Maier’s mission¹, collection of American art, special exhibition(s), and/or educational programming. Programs/events connected with other Randolph College programs/departments will also be considered.
2. Program/event **must** appeal to and include the RC community, Maier constituents, and/or the general public. Private events that exclude any or all of these groups will not be considered.

Other considerations:

- When special exhibitions or loaned works are present, decisions about programming/events will be determined by the loan contract or letter of agreement governing that exhibition or individual loan.
- Events/programs should preferably be free admission and open to the public.
- Anticipated attendance should range between 25-100 for seated lectures or performances, or 50-150 for reception events. However, attendance ranges may be limited if sculpture(s) are present in the special exhibition galleries (Thoresen gallery and gallery 4).
- A minimum of two Maier staff members must be on premises for every program/event. For events with over 75 attendees, additional Maier staff members are required. Therefore, approval may be determined based on whether two or more Maier staff members are available.

In keeping with the nature of the art collection housed in the Maier and the standards of professional care advocated by the staff, the safety and security of the art collection and works on view will be considered paramount. Under no circumstances will a program/event at the Maier facility be allowed to endanger the welfare or the integrity of the art collection housed there or artwork included in special exhibition.

¹ **Mission Statement:** The Maier Museum of Art exists to strengthen the academic curriculum and cultural life of Randolph College by encouraging aesthetic enjoyment, cultural understanding, and critical study of the visual arts, especially the Museum’s distinguished collection of American art. The Museum accomplishes its mission in two ways. First, it collects, preserves, researches, exhibits, and interprets works of American art. Second, it presents exhibitions and programs that either enhance its permanent collection or examine other artistic traditions, thereby broadening its educational scope. The Maier serves the Randolph College academic community as its primary audience, but also extends its purview to local, state, and national audiences. By promoting a lifelong appreciation of the visual arts and their varied cultural contexts, the Maier Museum of Art strives to enrich the intellectual and cultural life of the College and the broader community.

Responsibilities

After obtaining approval from the Maier director, the Maier public engagement coordinator will become the partner organizer's point of contact (434-947-8136, ext. 4). Approved program/events are held in partnership with the Maier, therefore the Maier will share expenses (see "Fees" section for details), planning, and marketing responsibilities with the partner organizer.

- Items available at no cost:
 - (100) padded folding chairs
 - folding tables- (3) 8ft tables and (3) 6ft tables
 - (6) tall presenter chairs
 - (8) bar height aluminum cocktail tables
 - CD/Bluetooth Player
 - presentation equipment
 - projector
 - laptop
 - podium
 - (1) wireless handheld microphone
 - (1) wireless lapel microphone
- Items which will or may incur additional expenses:
 - Catering services (provided by Aramark- see "Catering" section for details)
 - Table cloths
 - Bartender/servers
 - External sound system with up to (4) wired microphones
 - Sound and/or visual technician
 - Video recording of lecture or program
 - Photography
- Marketing provided by Maier public engagement coordinator at no cost:
 - Listed as "Event" on Maier Facebook page
 - Program listed on Maier website calendar/events page
 - Program details submitted to:
 - LynchburgVirginia.org calendar
 - Virginia.org
 - News & Advance calendar



- Press release (written by partner organizer, edited by Maier staff) emailed to Maier press list (press release should be sent 2-4 weeks before event and must allow time to be approved by RC's Office of College Relations)
- Included in monthly email about upcoming exhibitions/programs at the beginning of the month program/event will be held

Catering

Catering must be arranged for and provided by the on-campus caterer (Aramark) per Randolph College's contractual obligation. If alcohol is to be served, Aramark will provide a bartender due to ABC restrictions.

- Use of RC's catering services (Aramark) must be requested at least one month prior to the event.
- The final menu must be approved at least two weeks prior to the event.
- An estimate of the catering expenses will be provided to the partner organization prior to the event. The partner organizer is responsible for reimbursing the Maier for 50% of all final catering costs (see "Fees" section for details) following the event.

The following catering restrictions must be observed for all events at the Maier:

- no red (or similarly colored) food or beverages (i.e. red wine)
- partner organizers must follow the Maier staff's instructions regarding set-up (e.g. food in certain areas, equipment not close to art, no open flames, etc.)
- any out-of-the-ordinary menus, equipment, set-ups, etc. must be cleared by the Maier staff beforehand
- When a special exhibition(s) is present in the Maier's galleries, there may be additional restrictions forbidding food or drink in the gallery(ies) in which the exhibition(s) is displayed due to conditions imposed by lenders to the exhibition.

Fees

While there are no fees charged by the Maier for partnership programs/events, partner organizers are responsible for reimbursement of 50% of all expenses incurred by the Maier for the program/event (unless other arrangements are made with the Maier director).

The Maier public engagement coordinator will send an invoice for 50% of the total program/event expenses (record of expenses sent upon request) to the partner organizer within 10 days following the program/event. Reimbursement/payment to the Maier is due within 30 days of the invoice issue date.

Though not required, as the host location, a donation of \$15-20/hour for each Maier staff member on duty for the program/event is also appreciated. Event organizers will also be responsible for 50% of any unexpected expenses associated with the program/event, such as additional clean up fees.



Program/Event Partnership Request Form

Organization: _____ Contact Person: _____

Phone: _____ Email: _____

Event Title/Purpose: _____

Event Date: _____ Start Time: _____ End Time: _____

Event Type:

- Lecture/Presenter
- Performance
- Other: _____
- Reception
- Workshop/Class

PARTNERSHIP

How does the topic or theme of your proposed program/event directly relate to the Maier's mission, collection of American art, special exhibition(s), and/or educational program(s)?

Which of the following groups will the program/event appeal to and include? (check all that apply)

- RC community (i.e. students, faculty, staff)
- General public
- Maier constituents (i.e. members, volunteers, Maier visitors, etc.)
- Other _____

SET-UP/PLANNING NEEDS

Check off all items below which will be required for your program/event and write in quantities where applicable.

Items available at no cost:

- #____ (of 100) padded folding chairs
- CD/Bluetooth Player
- folding tables
- projector
- #____ (of 4) 8ft tables
- laptop
- #____ (of 4) 6ft tables
- podium
- #____ (of 6) tall presenter chairs
- wireless handheld microphone
- #____ (of 8) bar height aluminum cocktail tables
- wireless lapel microphone

Items which will or may incur additional expenses:

- Catering - Reception fare only (i.e. appetizers, water, tea/punch)
- Sound and/or visual technician
- Alcohol/bartender (beer/wine only)
- Video recording of lecture or program
- External sound system with #____ (of 4) wired microphones
- Photography

Other Comments: _____

By signing below, you (on behalf of yourself or your organization) agree to adhere to the policies and restrictions outlined in the Maier Museum of Art at Randolph College's 'Program/Event Partnership Policy.'

Signature

Date

Printed Name, Title