

**Jordan Schnitzer Museum of Art  
University of Oregon  
Facility Rental Rates – University of Oregon**

**FACILITY RENTAL RATE INFORMATION**

The **University of Oregon** is located in Eugene, a city that offers many recreational, entertainment, and cultural opportunities, including an award winning performing arts center. Situated in Oregon’s beautiful Willamette Valley, Eugene is noted for its livability. The nearby Cascade Mountains and Pacific Ocean provide opportunities for skiing, hiking, mountaineering, and boating.

The University of Oregon Museum of Art is a premier Pacific Northwest visual arts center for exhibitions and collections of historic and contemporary art. The museum continues a long tradition of bridging international cultures and offers a welcoming destination for discovery and education centered on artistic expression that will deepen the appreciation and understanding of the human experience. The Jordan Schnitzer Museum of Art is a beautiful and sophisticated yet comfortable location to hold your special event.

**FACILITY RENTAL RATES**

Private events may take place during or outside of museum hours of operation. The selected space would be reserved one hour prior to and one hour after the event. However, if additional time is needed to prepare or clear the space, a minimum of one hour for set-up and/or one hour for clean-up would also be assessed. Cleaning deposit required.

**SPACES AVAILABLE FOR RENT      CAPACITY**

- 1. The Susie Papé Reception Hall      up to 118 max. (1,800 sq. ft.)  
    **South Courtyard** \*      up to 100 max. (1,500 sq. ft.)

Includes non-exclusive use of the Hope Hughes Pressman Lobby & Price Lucien Campbell Memorial Courtyard, Coat Room/Interactive Discovery Gallery, Galleries, and Restrooms during Museum hours. Exclusive use of these spaces (except galleries) may be available when Museum is closed to the public.

- 2. **The Lecture Hall**      up to 118 max. (1,800 sq. ft.)  
    **North Courtyard** \* up to 100 max. (1,500 sq. ft.)

Includes non-exclusive use of the Hope Hughes Pressman Lobby & Price Lucien Campbell Memorial Courtyard, Coat Room/Interactive Discovery Gallery, Galleries, and Restrooms during Museum hours. Exclusive use of these spaces (except galleries) may be available when Museum is closed to the public.

\* Additional Security required when available.

- 3.      **Hope Hughes Pressman Lobby and**      up to 80 max.  
         **Prince Lucien Campbell Memorial Courtyard**      up to 60 max.

Exclusive use of the Lobby and Memorial Courtyard are only available when the museum is closed to the public.

**RENTAL RATES (includes set-up and tear down/take-down services)**

Base rental rates apply to each rental space individually. Multiple spaces may be rented simultaneously. Individual rental rates will still apply.

<b>Amount of Time</b>	<b>Cost</b>
4 hour base rental	\$250.00
6 hour base rental	\$337.50
8 hour base rental	\$450.00
12 hour base rental	\$675.00

The Museum of Art may change these rates without notice. Rates stated in a signed and properly executed Letter of Agreement with deposit and Certificate of Insurance/Endorsement would be honored. Payment must be paid in full prior to the event.

#### **ADDITIONAL CHARGES**

Security	\$35/hour	Museum Security must prepare the building for guests and modify security systems. Museum Security must be posted at all access points into the Museum including the Lobby to monitor the front door during the event, South and/or North Courtyard, and other entrances during the set-up and clean-up of the premises. As a safety measure, the front doors must be unlocked so that only guests will be allowed to enter and exit the premises. Once guests and clean-up crew leave the premises, Museum Security will proceed to secure the building for the evening. Museum will determine the number of security personnel required based on estimated attendance and number of spaces required.
Event Staff	\$25/hour	Museum Facilities must prepare the spaces for an event and clean the premises after the event. The Special Events Manager or her designee must be available to assist during the set-up, actual event, and tear down.
Custodial	\$25/hour	Minimum of 1 hour, to be determined based on the nature of the event and level of event catering.
Cleaning Deposit	\$100	Refundable if not needed. Damage may result in additional charges.

#### **Jordan Schnitzer Museum of Art offers services for:**

- . Business Meetings
- . Conferences
- . Seminars
- . Training Days
- . Group Events
- . Wedding Receptions
- . Banquets
- . Brunches & Luncheons
- . Lectures

**Please have the following information available to make a reservation:**

- . Date and time of the event
- . Number of people attending
- . Contact person and phone number
- . Technical equipment needed
- . Special room setup needs
- . Any special requirements

### **Staffing**

A Jordan Schnitzer Museum of Art supervisor and staff will be on site throughout the event to ensure that the room is treated gently and receives proper care.

### **General Information and Policies**

A 50% deposit of estimated total rent is required at time of event date confirmation.

Candles -Candles with enclosed flames are permitted with prior approval. Please contact Scheduling & Event Services for more information.

Confetti -Rice, bird seed or confetti may not be thrown inside or outside of the building. Rose petals are bio-degradable and may be used outside.

Decorations and Posters - Decorations and posters may not be taped or tacked to the walls or furniture. Please discuss plans with Facility Rental Staff to determine what will be possible.

Art work –Art work may not be moved or removed.

Pets - With the exception of guide and assist dogs, pets are not permitted in the Jordan Schnitzer Museum of Art.

Smoking -Smoking is not permitted in the Jordan Schnitzer Museum of Art at any time.

User Responsibilities – We recommend that renters allow 15-30 minutes to gather all personal items and belongings. This clean up time should be considered and factored in as a part of the time rented in the facility. The Jordan Schnitzer Museum of Art is not responsible for personal items left in the museum.

Group Liability -Groups are required to obtain liability insurance prior to having an event in Jordan Schnitzer Museum of Art.