

# Jordan Schnitzer Museum of Art

University of Oregon

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## FACILITY RENTAL RATE INFORMATION FOR NON-PROFITS

The University of Oregon's Jordan Schnitzer 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

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Events may take place during or outside of museum hours of operation.

### SPACES AVAILABLE FOR RENT

### CAPACITY

1. **Susie Papé Reception Hall  
South Courtyard** up to 118 standing; 96 seated. (1,800 sq. ft.)  
up to 100 max. (1,500 sq. ft.)

Includes non-exclusive use of the Hope Hughes Pressman Lobby & Prince Lucien Campbell Memorial Courtyard, galleries, and restrooms during museum hours. Exclusive use of these spaces may be available when museum is closed to the public.

2. **Cheryl Ramberg Ford Lecture Hall  
North Courtyard** up to 118 standing; 96 seated. (1,800 sq. ft.)  
up to 100 max. (1,500 sq. ft.)

Includes non-exclusive use of the Hope Hughes Pressman Lobby & Prince Lucien Campbell Memorial Courtyard, galleries, and restrooms during museum hours. Exclusive use of these spaces may be available when museum is closed to the public.

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

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

4. **Museum Galleries**

When the museum is closed to the public, private rental of galleries is available. Additional security and staffing charges will apply.

## RENTAL RATES (includes set-up and tear down time)

The selected space must be rented for a minimum of one hour prior to and one hour after the event. Cleaning fee required. Base rental rates apply to each rental space individually. Multiple spaces may be rented simultaneously. Special rental rates will apply. Additional charges may apply if set-up and load out require extra time in the space. **Minimum rental period is four hours. Minimum rental charge, including staffing, is \$375.00.**

Amount of Time	Base Rental
4-6 hour rental	\$62.50/hr.
6 or more hour rental	\$56.25/hr.

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#### ADDITIONAL CHARGES

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Security	\$50/hour	Museum will determine the number of security personnel required based on estimated attendance and number of spaces required. Renter will not be charged for security staff during museum open hours.
Event Staff	\$25/hour	Event staff will set-up equipment, assist during event, and tear down. 10% discount on hourly fee for events which are 6 or more hours.
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.

**Overtime charges are billed at 1½ times the regular rate.**

#### Staffing

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

#### General Information and Policies

Museum approved caterers are University of Oregon Catering or Marché Catering. Contact information is available from JSMA Facility Rental Coordinator.

Dining tables and chairs are provided at no charge. Tablecloths are to be ordered through caterer.

Museum will determine rental charges based on hours and number of staff needed.

Rice, bird seed or confetti may not be thrown inside or outside of the building. Candles are not allowed. Special flameless candles are available to rent from museum.

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 may not be moved or removed.

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

Smoking is not permitted in the Jordan Schnitzer Museum of Art or on the University of Oregon campus at any time.

Jordan Schnitzer Museum of Art is not responsible for personal items left in the museum.