

Rental Policies

Rules & Regulations

- 1.) All rental request must be made 4 weeks prior to the event date.
- 2.) A security deposit equaling half the amount of your overall Facility Rental is due once the rental request is approved and scheduled.
- 3.) You must provide proof of insurance to use the Moton facilities. See Insurance Requirements below. Insurance for event may be obtained at <https://venueliability.com/RobertRussaMotonMuseum>
- 4.) Your rental of the Moton Museum can include the auditorium, tar paper shack, and restrooms only. Museum galleries, gift shop, and administrative offices are off limits and excluded during the time of your visit.
- 5.) Based on review of your request, Moton staff may require police presence at your event. Payment for police presence will be the responsibility of the renter.

Catering Requirements

- 1.) Please contact Guest Services at 434.315.8775 ext. 6 to discuss catering arrangements.

Housekeeping Regulations

- 1.) Adhesive taping, gluing or tacking on the walls, floors, windows, chairs, tables or ceiling is not allowed.
- 2.) Smoking is not permitted in the facility or outside the facility.
- 3.) The facility, including the bathrooms, must be left clean and free of food and trash after your event. GCA Cleaning Service's will thoroughly clean the entire facility in addition to your efforts.
- 4.) All events (no matter the number of attendees) will require staffing. Whether alcohol is served or not.
- 5.) Any disturbance that warrants police intervention during the facility rental could result in forfeiture of future use of the Moton Museum facilities.

- 6.) Events that involve the exchange of money have to be approved.
- 7.) For assistance with overflow parking options, please contact Guest Services at 434.315.8775 ext. 6

Set-up Requirements

- 1.) If you choose to use the Moton Museum tables and chairs for your event, floor plan options (seating, table arrangements, ect...) are provided at our website at www.motonmuseum.org/visit/rental. Please choose the set-up you'd prefer.
- 2.) A/V Equipment available for use is as follows: Microphone, Projector, Projector Screen, Podium Microphones, Soundboard, Laptop and Wall plate. Additional technology needs might be available and should be requested at the time of your reservation.

Liabilities

- 1.) **Insurance Requirements:** Renter must provide a current Certificate of Insurance confirming liability insurance providing a minimum limit of \$1,000,000 for bodily injury and property damage. If alcohol is provided, evidence of Liquor Liability coverage must be included with Certificate of Insurance. The insurance policy must name the Moton Museum as additional insured. Insurance for event may be obtained at: <https://venueability.com/RobertRussaMotonMuseum>.
- 2.) Certificate of Insurance must be filed with the Guest Services Coordinator (14) days prior to event. Certificate may be uploaded to Guest Services Coordinator at <https://venueability.com/RobertRussaMotonMuseum>. If proof of insurance is not received prior to event, the Moton Museum will refuse Caterer access to the premises unless prior arrangements have been approved by the museum.
- 3.) The renter/requester shall assume responsibility for liability for injury to Moton Museum employees and agents as well as damage to the Moton Museum property in connection with the use of the Moton Museum facilities.
- 4.) A fee for repair or replacements will be assessed by Moton Museum to any group, internal or external for lost, stolen, or damaged equipment and property.
- 5.) Renter agrees to defend, indemnify and hold harmless the Moton Museum, its directors, officers, agents, representatives and employees, and each of their successors and assigns, individually and collectively, from and against costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, caused, brought or recovered against any of the above that may arise from or during or be alleged to be caused by the renter's use/occupancy of facilities, furniture or equipment.

Moton Museum Facilities Available for Rental

- 1.) Moton Museum Auditorium
Maximum Capacity: Banquet Style Seating – 100
Maximum Capacity: Auditorium Style Seating – 200
- 2.) Tar Paper Shack Office
Maximum Capacity: 20
- 3.) Tarpaper Shack Pavilion Area (interior space that converts to exterior)
Maximum Capacity Interior: 40
Maximum Capacity Exterior: 50-75

Cost of Facility Rental

- 1.) \$25 per hour: Non-profit organizations, (includes churches, public schools, public charities, public clinics and hospitals, political organizations, legal aid societies, volunteer service organizations, labor unions, professional associations, research institutions, museums, and some governmental agencies). This also applies to Moton volunteers, Moton Council, and Moton Trustee members.
- 2.) \$50 per hour: All other Renters
- 3.) You will receive a Sales Invoice upon completion and approval of all forms. Guest Services will verify which cost applies to your request.

ALL reservation requests remain tentative until you receive a confirmation from Guest Services.

Reservation requests must be submitted a minimum of four weeks prior to the intended date of your event.

NOTE: We will reserve available space and resources as requested on the scheduling form. Please be sure to indicate all of your event needs.