



## Rental Policies & Procedures

### PLEASE READ CAREFULLY

#### RESERVE DATE

Create your event in the [ww-reservations@tulane.edu](mailto:ww-reservations@tulane.edu) Outlook calendar. First-time users should review the Calendar Instructions document available on our rentals webpage. (NOTE: Entities are discouraged from scheduling their events too close in time to those of other departments.)

#### SUBMIT DOCUMENTS

Complete **Rental Agreement** (page 2 of this document) and save in pdf format. File name should include organization name and event date (e.g. History\_23Oct2017.pdf).

Email agreement to [ww-reservations@tulane.edu](mailto:ww-reservations@tulane.edu). Hard copies will NOT be accepted. Save a copy for your records as it serves as your invoice. Reservations will NOT be held if agreement is missing.

Submit an Electronic IT (Interdepartmental Order available at Gibson online). Department to be credited is **Newcomb Art Museum of Tulane (#21022)**. You should note IT # on Rental Agreement. Reservations will be forfeited if IT is not submitted at least 48 hours in advance of event.

#### SECURITY, TABLES, CLEAN-UP

If alcohol is served and/or 50+ guests will be in attendance, TUPD must be present. TUPD charges \$35/hour for a three-hour minimum. To schedule officers call 865-5381.

If reserved parking is needed in front of the museum, contact Laura Persich in Parking Services ([lpersich@tulane.edu](mailto:lpersich@tulane.edu)). Entities may NOT use cones or other objects to block off spaces on their own.

Order tables, chairs, and/or linens (if needed) through Facility Services at 865-5445.

Inspect breezeway several hours prior to event and call Facility Services if cleaning is necessary. Post-event clean-up is required. Submit an IT to Facility Services at least 5 days in advance.

#### CATERING

Arrange catering, if necessary. Michael's Catering, Southern Hospitality Caterers, and Toulouse Gourmet are recommended, but entities may use the caterer of their choosing.

Pick up key to kitchen, if using, at least one day before your event and return it one day after. Caterers should leave the kitchen clean and remove surplus food/drink as detailed on page 2.

Ensure outside vendors adhere to Tulane's alcohol policy.



# Rental Agreement

## PLEASE READ CAREFULLY

All events must have a representative present from sponsoring department or organization. This includes prior to, during, and after the event, including clean-up (if immediately following).

The vitrines (display cases) and furniture in Woodward Way **MUST NOT** be moved for events, and the renting entity is financially responsible for any damage that could occur should it not abide by this policy. Renting entities are responsible for conveying this information to caterers.

Caterers must bring their own ice, paper towels, and/or napkins and not use such supplies found in the kitchen. Renting entities are responsible for conveying this information to caterers. Museum staff, upon inspection of the kitchen, reserves the right to order a post-event cleaning through Facility Services and charge the renting entity for costs incurred.

Event representatives are responsible for arranging times to receive reception items from vendors and caterers. Items left unattended are the sole responsibility of the event organizer or department.

Organizations must provide their own easels, tape, and other supplies. Posters and other signage may be taped to the walls; however, all tape must be completely removed at the conclusion of the rental. Entities will be held responsible for any damage incurred to the facility as a result of the event.

No candles are allowed in Woodward Way, except for those lit with LED light.

**TUPD locks the breezeway at 10 pm, so all events should conclude by this time.**

**FAILURE TO ABIDE BY ANY PART OF THIS POLICY WILL JEOPARDIZE FUTURE RENTALS AND SUBJECT RENTING ENTITIES TO CLEANING FEES AND FINES.**

*Note we cannot offer support or supplies for coordinating events. Those with questions about the space should visit prior to the event. Organizations interested in keeping the museum space open after normal business hours should email [museum@tulane.edu](mailto:museum@tulane.edu) to discuss additional fees.*

EVENT: \_\_\_\_\_

START TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

END TIME: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

REQUESTED SPACES  Woodward Way (\$200)  Kitchen (\$100)  Museum (call for pricing)  
RENTAL PERIOD IS UP TO 3 HOURS; EVENTS LASTING LONGER ARE SUBJECT TO PRORATED FEES.

IT # (FOUND ON UPPER RIGHT-HAND CORNER OF ELECTRONIC FORM) \_\_\_\_\_

**By signing below, you certify that you have read this agreement and will abide by the policies described herein.**

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DEPT/ORG