

**Museum of the Coastal Bend
Facility Rental**

Rental Rates	Meeting Rooms: Media Room, East Gallery, or Boardroom		Entire Museum After 4 pm	
	8am – 4pm	After 4pm		
Level 1 Victoria College & University of Houston at Victoria	Free			
Level 2 VC & UHV Student Groups	Free	\$25 2 hour maximum		
<i>With Museum Presentation as Main Program</i>	<i>Free</i>	<i>Free/2 hours maximum</i>		
Level 3* Public Schools, non-profit governmental or service organizations	\$50 /2 hours minimum \$25 each add'l hour All day: \$150	\$75 /2 hour minimum \$35 each add'l hour	<i>Groups of less than 60</i>	\$125 /3 hour minimum \$50 each add'l hour
			<i>Groups of 60 or more</i>	\$200 /3 hour minimum \$50 each add'l hour
<i>With Museum Presentation as Main Program</i>	<i>\$25/2 hours maximum</i>	<i>\$50/2 hour maximum</i>	<i>\$75/2 hour maximum</i>	
Level 4* Private, for-profit organizations	\$100 /2 hour minimum \$50 each add'l hour All day: \$350	\$150 /2 hour minimum \$75 each add'l hour	<i>Groups of less than 60</i>	\$250 /3 hour minimum \$100 each add'l hour
			<i>Groups of 60 or more</i>	\$400 /3 hour minimum \$100 each add'l hour
<i>With Museum Presentation as Main Program</i>	<i>\$50/2 hours maximum</i>	<i>\$75/2 hours maximum</i>	<i>not applicable</i>	

*Guided tours extra: \$30 for every 20 tour participants

**Museum of the Coastal Bend
Facility Usage Policy**

I. PURPOSE

The Museum of the Coastal Bend meeting rooms shall be used to further the educational goals and purposes of the Victoria College and Museum as set forth by the Board of Trustees. Facility rental purpose must not conflict with the Museum's activities and purpose. All requests for facility rental will be considered on an individual basis. Facility rentals are scheduled for the days of Tuesday – Saturday only.

II. RESERVATION INFORMATION

- a. All reservations must be made through the Museum Director.
- b. The Museum may cancel a reservation at any time without liability on the part of the Museum if the College considers the proposed use of the facility to be contrary to the best interest of the community or the College.
- c. No meeting room is to be used for regularly scheduled monthly meetings (exception – VC administrative meetings).
- d. Facilities may not be used for for-profit activities.
- e. No alcohol allowed except after 4pm; no alcohol is allowed at student events.
- f. At all events at which alcohol is served, client must provide appropriate security at their expense.
- g. Food is to be provided by licensed caterers only.
- h. In the case of rentals of the entire museum, caterer/bartender/other set-ups may begin after 4pm.
- i. Client is responsible for ensuring that all trash is in receptacles, surfaces are wiped and clean.
- j. Stated rental time includes client clean-up time.
- k. At no time may client move exhibition objects or pedestals. Client may request moves through museum staff.

III. PAYMENT OF FEES

- a. A 25% deposit is required to put the event on the calendar.
- b. The entire rental fee must be paid three business days before the event.

IV. MEETING ROOMS

Multi Media Room

Seats 40+ auditorium style
PC, DVD, & VCR with Plasma Screen TV

East Gallery

Seats up to 50 auditorium style

Boardroom

Seats 10 at table &
16+ around room