

FACILITY RENTAL POLICY

Our Mission

The Marianna Kistler Beach Museum of Art furthers the teaching, research, and service missions of Kansas State University by collecting, studying, caring for, and presenting the visual art of Kansas and the region. The Museum's exhibitions and programs expand its collecting focus by connecting regional art, culture, and interests with the larger world.

General Information

The Museum's UMB Theater and Foyer are available for university colleges and departments to use for university-related events during open hours. The BMA is open to the public 10:00 a.m. to 5:00 p.m. Tuesday through Saturday, from 10 a.m. to 8 p.m. on Thursdays, and 12:00 p.m. to 5:00 p.m. on Sunday.

Consideration of each request is based on the relationship of the proposed event to the Museum's mission, the timing of the event in relation to Museum activities and events, the ability of the Museum staff to accommodate the intended use, and the suitability of the event with regard to the safety and security of the facility and its contents.

Facilities

Our multi-purpose room is called the UMB Theater and is available for rental. The space is designed for lectures, presentations, and seated meals. There are several set up styles:

- Banquet (round tables with chairs – occupancy 80)
- Meeting (6' tables with chairs-occupancy 48)
- Lecture (all chairs, no tables-occupancy 100)
- Reception (high boy tables, no chairs-occupancy 120) and with UMB foyer-occupancy 160

All areas are ADA-compliant. A catering kitchen is available for staging food service if required.

In order to protect our collections, we ask that BMA staff complete any set-up changes. Changes to the event layout may be made up to 48 hours prior to the scheduled event. The BMA follows Kansas State University policies with regard to access and allowable activities, including the use of outside vendors and the serving of alcohol.

Scheduling Events

Requests for facility rental must be made via the [Facility Request Form](#) on our website and sent to the Public Programs Coordinator **at least 30 days** prior to the proposed event. Approval or denial of requests will be made in writing. The scheduling organization must designate an individual to serve as the Primary Contact with the Museum throughout the event. We ask that the Primary Contact remain on-site for the duration of the event or designate another individual to do so. If the contact designates another individual to remain on site, Museum staff must be notified.

Art Collection & Guided Tours

Galleries will be staffed and open during events. Scheduling organizations are encouraged to incorporate time for viewing the galleries into their events. The Museum is pleased to provide guided tours of -- or have staff members speak about the Beach Museum of Art -- at no additional cost. Please indicate on the Facility Request form if a guided tour or staff speaker is desired.

Fees

Facility fees are assessed on the basis of the number of hours the actual event will run with a 2-hour minimum. The hour before the event is reserved for set-up at no additional charge. Cleanup must be completed within the hour after the event. An additional fee of \$100 will be charged for events that are held outside normal open hours.

Facility fees are \$75 per hour (2-hour minimum). A full day fee is \$500, defined as more than four hours. Facilities must be vacated within the allotted rental time so please plan accordingly.

Invoices will be mailed to the organization following the event. Full payment is due 30 days after receipt of invoice. Kansas State University departments may remit their fee in the form of an interfund voucher (IFV) if preferred.

Cancellation Policy

Cancellations of events more than 30 days prior to the event, will receive a 100% refund. Cancellations made less than 14 days prior to an event will be charged 50% of facility fee. Cancellations made less than 7 days prior to an event will be charged 100% of facility fee. Cancellations should be made on the Facility Cancellation Form on our website.

Food and Beverage

All food and beverages consumed in BMA shall be served by a licensed caterer. Catering staff must remain onsite during the event. All food service supplies (dispensers, cups, napkins, utensils, plates, etc.) must be provided by the caterer or scheduling organization. Drinks containing staining dyes cannot be served and keg beer or pressurized soft drink containers are not allowed in the Museum. Catering equipment must be removed at the conclusion of the event. Cleaning the catering kitchen, wiping down tables and chairs, and removing trash after the event is the responsibility of the caterer or the scheduling organization. A **fee of \$100** will be charged if the trash is not emptied.

The Office of the President, Kansas State University, must approve alcohol service in advance. The organization must forward proof of approval to BMA at least 5 days prior to the event. Alcohol can only be served through a licensed caterer.

Alcohol use must comply with State of Kansas liquor laws and Kansas State University Alcohol Policy. The laws and regulations of the State of Kansas pertaining to alcohol and the consumption of alcohol apply to all activities at BMA. The Museum and/or its staff are not liable for any violations of Kansas State University regulations or the liquor laws of the State of Kansas.