

# Facility Use Policy



Front parlor



Commercial grade kitchen available

## Seating

311 Washington Street - 66 total

Front Parlor - 18

Back parlor - 16

Board room - 16

Tea room - 16

Parish Mansion/Tiffany room - 80 total

Parish Mansion/Tiffany room **cannot** be used without use of 311 Washington Street because of food and drink considerations.



Board room

Under the following guidelines, the Museum will make its facilities available for use by other institutions, organizations, groups, and individuals in order to introduce the Museum to new audiences and to serve Museum constituents and the community. These guidelines are developed to consistently respond to requests to use the facility, to ensure safety and security of its collection, and to compensate the Museum for the additional operating costs that will be incurred.



303 Washington St, Ogdensburg, NY 13669

315.393.2425 ♦ info@fredericremington.org

www.fredericremington.org



## ELIGIBILITY

The facilities are allocated first for Museum use. No religious, political, fundraising, or commercial events or ceremonies may be held. The final decision is at the discretion of the Executive Director.

### A. Prior to the Event

1. Requests for facility use must be in writing a minimum of 21 calendar days prior to the event and are the responsibility of the sponsoring organization.
2. A contact person of the sponsoring organization shall make all Museum arrangements and be on hand throughout the course of the event.
3. Caterer or organization representative responsible for food or drink must meet one week prior to the event with Museum representative to finalize all plans for the event.
4. Cancellation must be made at least 72 hours before the event date, or the deposit will be forfeited.
5. There will be Museum approval of promotional material.
6. The organization must provide proof of insurance and will hold the Museum harmless from any and all circumstances that may arise.
7. The Museum will not accept personal reservations for the group's attendees.
8. Decorations must be approved before installation.

### B. During the Event

1. Smoking is not permitted in Museum facilities.
2. Food and drink is allowed only in prearranged designated areas. It is never allowed in galleries/rooms housing the collection.
3. Flowers are the responsibility of the sponsoring organization.
4. No potted plants are allowed in the galleries.
5. Only candles with glass hurricane chimneys will be allowed in 311; no other candles will be permitted.
6. Alcoholic beverages are allowed, with all legal requirements being the responsibility of the sponsoring organization.
7. User shall be responsible for any and all damages to the Museum.
8. No throwing of rice, confetti, or birdseed at receptions.
9. Parking is available in the public lot, west of State Street, behind Northern Physical Therapy.
10. A Museum representative will be on the premises during the event.
11. Exhibits may not be altered.
12. The Museum is not responsible for lost, stolen, or damaged items.
13. Balloons will be in designated areas only.

The mission of the Frederic Remington Art Museum is to collect, exhibit, preserve and interpret the art and archives of Frederic Remington. We foster an appreciation for and understanding of the artist by educating our audience in the visual arts, providing a context for Remington's art and times, and offering hands-on opportunities to individuals of all age groups.

## 2012 Facility Use Rates

### Office Hours:

Monday - Friday 9 AM - 5 PM  
Saturday, 10 AM - 5 PM & Sunday, 1 - 5 PM

**\*\*\*\$300 DEPOSIT REQUIRED\*\*\***

25% discount for not for profits  
50% discount for Ingleneuk and other patrons  
above the \$1,000 level in annual giving

1. Fees when Museum offices are **open**.

311 Washington Street House	\$150.00 per hour \$1,000 per day
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2. Fees when Museum offices are **closed**.

311 Washington Street House	\$175.00 per hour \$1,200 per day
Parish Mansion/Tiffany Room (includes 311 for food and beverage)	\$225.00 per hour \$1,200 per day

### FACILITY USE RESERVATION FORM

All reservations and arrangements for FRAM use must be made through the Administrative Aide or designee. No reservation is confirmed until this form is complete, approval has been given by the Executive Director, and a copy has been provided to the applicant.

Contact Name: \_\_\_\_\_

Description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Function date: \_\_\_\_\_

Hours will be calculated from when the caterer or first guest arrives until the last person leaves.

Function time: \_\_\_\_\_ to \_\_\_\_\_

Setup time: \_\_\_\_\_ to \_\_\_\_\_

Cleanup time: \_\_\_\_\_ to \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Please fill out both sides of this form and send it back to the museum 21 days before the event.

**Please check the facility to use.**

\_\_\_\_\_ 311 Washington Street House  
(Parlors, Board Room, Tea Room)

\_\_\_\_\_ Parish Mansion/Newell Galleries

Are alcoholic beverages to be served? \_\_\_Yes \_\_\_No

Is food to be served? \_\_\_Yes \_\_\_No

If yes, Caterer's name, address and phone number:

\_\_\_\_\_

Please describe your event in enough detail so we can determine how best to set up equipment we have available at that time (e.g., a meeting requiring note taking and tables, a presentation with chairs needed in theater style, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### **For Museum Approval**

(a photocopy will be mailed to you after approval/denial within 7 days of request)

Approved/Denied

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

Total \$\_\_\_\_\_

25% Deposit \$\_\_\_\_\_ (Due with reservation form)

Balance \$\_\_\_\_\_ (Due at conclusion of event)