



POLICIES AND PROCEDURES

DIVISION:	Statutory & Cultural Services Division	
DEPARTMENT:	Museum	EFFECTIVE DATE: September, 2006
SUBJECT:	Simcoe County Museum Meeting Room Rental	
POLICY NUMBER:	SCM 2006-01	SUPERCEDES:

1. GENERAL PHILOSOPHY

- The Simcoe County Museum holds in public trust a collection of three dimensional artifacts which are recognized as being of historical significance to the County and the Province of Ontario. The conservation and curatorial care of the collection is of prime importance, and therefore, is of primary concern when planning special events.
- The Simcoe County Museum provides programs and services that serve the educational, intellectual, cultural and recreational needs and interests of the residents and visitors of the County of Simcoe.
- The Simcoe County Museum maintains strong partnerships with County based historical and heritage based organizations by coordinating partnered events and providing facilities for meetings, lectures and workshops.
- Special events are a vital element of a community Museum. Through a range of events, the Museum is able to reach audiences of all ages, interests and capabilities, and thereby increase the community use and appreciation of the Museum.

2. POLICY STATEMENT

The aim of this policy is to define the boundaries for meetings held at the Simcoe County Museum, and to outline the division of responsibilities between the Museum, the Museum partners, and those outside groups involved in running or participating in the meetings.

3. PURPOSE

Reasons for allowing meeting room rentals at the Simcoe County Museum:

- To provide a venue for our partners and community groups to come together to learn, socialize and network.
- To provide a service to the community that we serve.
- To generate revenue for the Simcoe County Museum.

4. SCOPE

GENERAL GUIDELINES FOR MEETING ROOM BOOKINGS

- Museum events and activities take first priority, followed by partner organization meetings and workshops. Other meeting requests will be considered only after it has been confirmed that the meeting rooms are not required for Museum and partner organizations' activities. Once a meeting request is confirmed, that meeting cannot be bumped.
- Food and drink may be served and consumed in designated areas only. No food or drink is allowed inside the outdoor buildings or the galleries at any time.
- **ABSOLUTELY NO PEANUTS OR NUT PRODUCTS ARE PERMITTED!!**
- Lit candles, living plants or fresh flower arrangements are not allowed in the Museum galleries or meeting spaces.
- Damage to any property of the Museum must be reported to Museum staff immediately.
- There is no smoking allowed inside the Museum complex.
- Parking for guests is free.
- The use of outside entertainment or services (such as musicians and caterers) must be pre-approved by the Museum.
- The use of alcohol is prohibited on Simcoe County Museum property except by special permission and as outlined in County of Simcoe Policy 05-01-04 (Alcohol Risk Management).
- No open flames or smoke are allowed indoors. Approved cultural practices may be conducted in a mutually agreed location outdoors.
- County Staff should not book rooms on behalf on outside agencies.

BOOKING PROCESS

All meeting room booking requests are handled by the Museum Office Supervisor. All booking requests must be submitted in writing, using the room rental form/agreement. The Museum Curator has the right to refuse booking requests. No verbal meeting requests will be accepted. Upon completion of the room rental form/agreement, a booking confirmation will be sent to the requester by Museum staff.

Cancellation Fee (insufficient notice) 50% of rental fee will be charged when cancelled with less than 24 hours' notice (no fee charged if cancelled due to inclement weather).

Cancellation Fee (no show) 100% of the rental fee will be charged.

COST

The Simcoe County Museum will offer competitive rates for meeting room space. The costs will be reviewed and adjusted as required by the Museum Curator and included in the County of Simcoe's Fee Bylaw for Council approval. Government groups, as well as Not for Profit groups, are required to pay the same rate as all others. Room rental fees are charged to cover the cost of maintenance for the meeting rooms. Fees may be waived if the County is an active partner in the event.

ADMISSION TO MUSEUM GALLERIES AND GROUNDS

Admission of meeting/event attendees to the Simcoe County Museum galleries and grounds will require an additional per person admission fee. This cost will be based on the standard group admission price. Admission fees are waived if the Meeting Room booked has been **PAID** for.

DAMAGES

Groups using the Simcoe County Museum for meetings are responsible for the cost of repair or replacement of any museum property that is damaged or destroyed by the group or anyone attending the function during an event. The cost of such repair or replacement will be determined by the Museum management and will be paid in full by the group.

ADVERTISING AND PUBLIC RELATIONS

A written copy of all printed materials using the name of the Simcoe County Museum or the Simcoe County Museum logo must be approved in advance by the Museum staff. Failure to submit advance copy will be cause for the Museum to cancel the booking. All marketing materials and publications must be approved by the Museum, and a copy must be provided to the Museum Office Supervisor.

Any images of the Simcoe County Museum used for promotion, marketing or publication must be approved by the Museum Curator.

Publicity or signage provided by the organization must not give the impression that the County sponsors the event. All signage must be professional, placed accordingly, and removed immediately after the meeting.

*Applies to outside agencies paying for the Meeting Room.

STAFFING AND HOURS OF ACCESS

Public operating hours for the *Simcoe County Museum* are 9:00am – 4:30pm - Monday to Saturday, and 1:00pm – 4:30pm on Sundays.

Meeting requests occurring outside of these hours require special permission. All pre-meeting visits must be scheduled ahead of time with Museum staff.

Set-up times that occur outside of Museum operating hours are subject to a **\$50.00 charge**, and must be scheduled at least 1 week in advance to ensure staff availability and access to the Museum.

Weekend and evening events requiring additional staff will result in an increased cost. Staff availability, and number of staff required will be determined at the discretion of Museum Management.

Staff assistance must be negotiated at the time of booking the meeting space and may result in an additional cost.

Meetings which surpass the **departure time of 5:00 pm will be charged \$100.00.**

Meeting Room Rental Fee **outside of regular business hours is \$200 per hour** – with a two hour minimum rental.

USE OF FACILITIES

Groups using the Simcoe County Museum for meetings will have access to public washrooms, electrical outlets, garbage receptacles, vending machines. In emergency situations, the Museum telephone may be used.

Each group will be responsible for leaving the meeting rooms, servery and kitchenette areas in clean condition. If this is not adhered to, a **\$50 charge** will be applied.

The Simcoe County Museum has several items available for use, some of which may involve an additional charge. Use of these items requires at least 24hr. notice and may depend on availability due to other Museum activities.

Items available for use include:

4 ft. Tables/6 ft. Tables/6 ft. Round Tables/Chairs
Coffee Urns (100 cup and 42 cup)
Water Urn (42 cup)
Tea Kettle
Microwave/Refrigerator
Extension Cords
Sound System (speakers, wireless microphone and stand)
Conference Telephone
Lectern
Projector/Screen
Flip Chart/White Board
TV/VCR Unit
TV/DVD Unit
WIFI
Quilt Racks (additional cost for rental)
Table Cloths (additional cost for rental)
BBQ (additional cost for rental)

Photocopying Charges:

Photocopying (B/W) 8.5 x 11	\$0.60 per page
Photocopying (B/W) 8.5 x 14	\$0.80 per page
Photocopying (B/W) 11 x 17	\$1.00 per page
Photocopying (Colour) 8.5 x 11	\$0.70 per page
Photocopying (Colour) 8.5 x 14	\$0.90 per page
Photocopying (Colour) 11 x 17	\$1.10 per page

RULES FOR USE OF MEETING ROOMS

- No alterations to the meetings rooms, walls, or any part of the exhibits are permitted.
- No fastening or securing devices of any kind may be used without permission from Museum staff.
- The use of glue, tape, pins, staples, nails or similar items for hanging decorations, etc. is strictly forbidden on Museum property. Reusable adhesives, available from Staples, is the only adhesive the Museum allows.
- No glitter, confetti, candles or sparklers are allowed at the Museum.
- No sound equipment may be used without prior approval of Museum staff.
- All staff work areas will be closed, and no one will be permitted in these areas unless accompanied by a Museum staff member.
- All groups are responsible for making arrangements with staff for the disposal of their own garbage. Garbage receptacles and recycling bins are provided by the Museum.

TYPES OF ACTIVITIES

All meeting requests must be approved by the Museum. Because the Simcoe County Museum is a public educational institution, meetings cannot interfere with the Museum's exhibits, interpretive programs and public visits. Under no circumstances can the maximum room capacity be exceeded.

Available spaces at the Simcoe County Museum may be used for lectures, workshops, meetings, small dinners, receptions, ceremonies (not including weddings), picnics, craft shows and other celebrations. Political rallies, or events of a political nature, or in connection to any political "issues of the day", are not permitted without advanced approval from the CAO and/or Warden. Other events not listed may be negotiated with the Museum Curator.
