

**Museum of the Coastal Bend  
Facility Rental**

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

Rental of the Museum of the Coastal Bend 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. Standard fees apply to the days of Tuesday – Saturday only; overtime fees will apply to rentals scheduled for Sunday and Monday and for holidays.

**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; facilities may be used by non-profit groups for fundraising activities at the Museum Director's discretion.
- e. No alcohol allowed except after 4pm; no alcohol is allowed at student events.
- f. At all events at which alcohol (wine & beer only) is served, client must provide appropriate security at their expense.
- g. Food is to be provided by licensed caterers only; alcohol is to be provided by designated bartender provided by client/event planner; preferred alcohol provider and server is Leo J. Welder Center for the Performing Arts.
- h. In the case of rentals of museum galleries, caterer/bartender/other set-ups may begin after 4pm. Client is responsible for furnishing tables, chairs, tablecloths, centerpieces, and all other resources necessary for event. Placement of said resources must be approved by Museum Director before event.
- i. Client/event planner is responsible for ensuring that all trash is in receptacles, surfaces are wiped and clean.
- j. Stated rental time includes set-up and 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 confirm the event; the entire rental fee must be paid 3 business days before the event.

**IV. CAPACITIES** depend upon room configuration and current exhibit design:

**East Gallery**

Seats 30 auditorium style

**Education Classroom**

Seats 12 around meeting table(s)

**Main Gallery**

320 for a come-and-go reception