Florida Museum of Natural History Policies and Procedures

DECORATIONS
All plant materials, such as, but not limited to potted plants, flower arrangements and any live flowers must be professionally treated and free from insects, mold, etc. before they are brought into the building. Plant materials must be secured from florists and/or nurseries pre-approved by the FLMNH to insure that professional treatment is completed prior to museum entry. Live flowers and permitted plants can only be displayed in limited areas and again must be pre-approved by the FLMNH. Anything which causes high concentration of particulates, such as, but not limited to, dust, vapor, smoke, snow, glitter, etc. is also prohibited anywhere on the Museum and on the grounds.

Nothing is allowed to be thrown on the premises, including the outdoor areas. This includes, but is not limited to, rice, bird seed, confetti glitter, silly string, bubbles, sparklers, flower petals, etc.

ANIMALS
Animals, with the exception of guide or assistance dogs are strictly prohibited in the FLMNH.

DAMAGE AND INSURANCE
Contractor shall not injure, mar, nor in any manner deface the Museum, its facilities, or anything contained therein. No alterations shall be made, nor shall additional partitions or fixtures be installed to the premises without express written consent of the Museum Director.

If any portion of the Museum, its facilities and equipment (including any portion of the Museum, its facilities, and contents which Contractor has not been given the right to occupy or use pursuant to the terms of this Agreement) is damaged by any act, omission, default or negligence of Contractor, its agents or employees, or any other person admitted to the museum by or for the benefit of the Contractor, Contractor shall pay museum upon demand a sum equal to the cost of repairing the damages and restoring the museum to the condition existing at the beginning of the event.

Any damage shall be reported to the Contractor by the museum and to the museum by the Contractor, as the case may be, as soon as said damage is discovered.

USE OF TOBACCO AND ALCOHOL
a. Use of all tobacco is strictly prohibited from all parts of the University of Florida campus.

b. Pursuant to University of Florida Regulation 6C1-2.019, alcoholic beverages cannot be served, consumed, or possessed in any outdoor public area of campus, classroom, laboratory, or office.

CATERING (FOOD AND BEVERAGES) AND OTHER CONTRACTORS:
a. Catering, florals, linens, decorations and/or entertainment are not included in the venue fee.

b. Caterers must be chosen from the Museum’s Approved Caterers List and other contractors must be pre-approved by FLMNH. The Rentals office holds the right to refuse vendors or cancel the event if a vendor does not meet the FLMNH’s professional standards or fails to produce documentation of appropriate liability coverage or food/alcohol service license(s). Client may not provide their own food and drop-off service is prohibited.

c. Alcoholic beverages (beer, wine and liquor) may be served/sold at the event only by a licensed and insured vendor (licenses vary). Alcoholic beverages may not be served on FLMNH/Powell Hall property during regular business hours (Monday – Saturday, 10:00 a.m. - 5:00 p.m.; Sunday, 1:00 pm – 5:00 p.m.).

All persons participating in FLMNH-approved events at FLMNH/Powell Hall must adhere to Florida Statute 562.11 regarding alcoholic beverages: *It is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age or to permit any Person under 21 years of age to consume such beverages on the premises.*
d. For all events, pursuant to a University of Florida pouring rights contract with Pepsi-Cola USA, caterers are required to serve only Pepsi-Cola products. It is the Client’s responsibility to ensure they or their caterer meet these requirements.

e. The use of open flames or gas inside the facility for cooking is prohibited. In pre-approved situations, cooking with open flames and fryers may be permitted outdoors. Caterers may only cook in designated areas.

f. Caterers are responsible for cleanup of entire prep area within the given time limit. Failure to do so could result in additional charges to Client (see paragraph 5(a) of this Agreement).

SELLING MERCHANDISE:

a. All persons participating in FLMNH-approved events at FLMNH must adhere to University Rule 6C1-4.006 regarding selling of merchandise: Solicitors and tradespeople, including students, faculty and other University personnel, are prohibited from entering the grounds or buildings for the purpose of conducting commercial activity with students, faculty, other personnel or visitors. This rule will not be deemed to prohibit the sale of merchandise by University budgetary units or commercial activity pursuant to a contract between the University and a vendor which provides goods or services to the University community.

PHOTOGRAPHY:

a. Casual photography for personal use is allowed except when PHOTOGRAPHY PROHIBITED signs are posted for special exhibits. Hand-held cameras are permitted in most exhibit areas, but camera bags, tripods, monopods, large format cameras, additional lighting and video cameras require pre-approval.

b. Unless with prior approval from FLMNH administration, photography for any form of publication is prohibited. This photography policy is strictly enforced for conservation reasons and exhibition contractual obligations.

STRIKE AND CLEANUP:

a. FLMNH should be left in the same condition as it was prior to the event, including the food prep area. All cleanup, including the removal and proper disposal of food, beverages, décor and the taking down of tables and chairs not belonging to FLMNH, is the responsibility of Client or Client’s contractors and must be completed promptly within the cleanup allowance time indicated by FLMNH. Caterers are responsible for cleaning all prep areas, including but not limited to sweeping, mopping and removing all garbage. It shall be the responsibility of the Client Representative to ensure that the caterer, contractors, and all other personnel involved with cleanup of the event adhere to the Caterer/Contractor Special Event rules. If they do not comply, a charge to the Client may be levied.

b. Storage must be requested in advance and is dependent on space availability and must be scheduled in advance. Dishes, linens, or other items with food or food remnants are prohibited from being kept on the premises overnight. Failure to comply could result in additional charges to Client.

USE OF BUTTERFLY RAINFOREST

a. Rainforest admission is a separate/additional charge from gallery rental, to be stated on page 1 of the Agreement.

b. Food, beverages, gum and glassware are prohibited in the Rainforest.

c. Due to federal regulations, all living floral arrangements introduced into the Rainforest must thereafter remain in the Rainforest. Artificial floral arrangements are acceptable and may leave the exhibit intact.

b. Due to the changing nature of this living exhibit, FLMNH can provide no guarantee as to the type or quantity of any flora or fauna present at the time of the event. These changes may also impede views.

d. Audio and music (including live musicians and their sound equipment) are permitted in the Rainforest. One lapel/cavalier or single standing microphone is supplied at no additional charge.

e. If Client wishes to have the Butterfly Rainforest web camera turned off during the rental, notice must be provided to the FLMNH Rentals Office by three weeks prior to the event.
g. In the event the Client cancels the Butterfly Rainforest admission request, the FLMNH will distribute a refund as outlined in paragraph 4(c) above.