



MUSEUM OF ART AND ARCHAEOLOGY

Cast Gallery Guidelines for Use

The Museum of Art and Archaeology is happy to welcome individuals and groups to utilize the Cast Gallery for receptions and small events. It is a wonderful gallery and lends itself well to an atmosphere of celebration. The plaster casts of Greek and Roman sculpture are valuable artworks. Even though they are reproductions, most of figures are more than 100 years old. **Please show respect for these objects by not touching the casts or placing beverage glasses or other items on the pedestals. DO NOT move any of the statues or pedestals.**

All functions held in the Cast Gallery, 104 Pickard Hall, are limited to **no more than 100** attendees. A Museum Guard will oversee the event and protection of all artwork in the Museum. He is the voice of authority and his requests **MUST** be complied with. The Museum Guard has the right and responsibility to ask any unruly group or persons to vacate the premises. Campus Police may be called if necessary.

Rental of the space requires a fee to be paid per event and must be reserved by completing the following steps:

1. Complete the *Museum's Room Reservation Form*.
2. An online reservation **MUST** be made through MU Business Services at <http://nubsweb.missouri.edu/html/room/reserve.cfm>.
3. If alcohol is going to be served, Business Services requires an *Alcohol Request Form* be completed and submitted prior to the event.

The applicant will be responsible for:

- Starting and stopping the event at the designated times.
- See that all materials (*including trash*) are removed from the building at the conclusion of the event.
- Make arrangements for catering, including pickup and cleanup at the designated end of the event.
- Make arrangements for all table linens, plates, cups and glassware.
- Make arrangements for additional chairs, tables, audiovisual equipment and/or easels.
- Floral arrangements are allowed but may **NOT** include foliage that shatters. All arrangements **MUST** be placed on tables.
- Open flames are **NOT** allowed in the Museum. Lit warming canisters may be used but **MUST** be suspended in warming frames and may not be set directly on a table or left unattended.

Any function that takes place outside of **normal Museum office hours: Monday through Friday 8am- 5pm**, will be charged an hourly guard fee of \$15.00 (*billed in 30 minute increments*). This fee may be waived if someone with the capability of locking and alarming Pickard Hall attends the function (i.e., a Museum staff person or a faculty member of the Department of Art History and Archaeology).

For additional information or explanation, please contact Bruce Cox at (573) 882-6724.

Thank you for your interest in the Museum!