

GUNDGALLERY

Kenyon College

Gund Gallery Lobby Reservation Form

RESERVING GUND GALLERY SPACES

1. Request your Space.
You will need to first request the spaces in the building that you will need for your event through Reservelt, (see link to Reservelt .)
2. Reservation Confirmed
Once you have reserved your spaces you need to receive an email confirmation, otherwise your spaces are not reserved.
3. Gund Gallery Approval.
If you intend to use the Gund Gallery main floor lobby or the Community Foundation Theater Lobby, you need to contact Julie Leone, Collections Manager and Registrar x5971 to request the use of these spaces. Due to the nature of having artwork on display in the building and related liability issues, Natalie Marsh, Director of the Gund Gallery needs to be aware of all events happening in the building. Once you have heard backs from Megan confirming your lobby request, the reservation of the Lobby space(s) are complete.

FOOD

- Catering
 - If you intend to use an outside caterer (non-Kenyon) for your event please complete the “Outside Catering Contract” and make an appointment to meet with the Gund Gallery.
 - If you are using an in-house caterer (AVI or the Kenyon Inn for example), simply let us know WHO will be catering your event.
- Trash and Recycling
Depending on the size of the event you will need to have trash and recycling bins placed in the lobby spaces. (There is currently only one small trashcan permanently located in the lobby.) Please contact Campus Maintenance at x5129 or fill out the work order at <https://internal.kenyon.edu//lbis/services/workorder/>
- No food is permitted inside the Gund Gallery’s exhibition space at any time
- If your event included food and beverage during gallery hours, it is your responsibility to ensure the following:
 - Please have a butler tray or table at the base of the stairs and by the gallery door to help give people a place to put plates or cups.
 - If this is a large event (60+), you will need to provide a person at the base of the stairs to let people know to leave their food and beverage outside the gallery.

GALLERY HOURS

- During the Academic year the open hours for the exhibition gallery are:
 - 1-7pm Tuesday, Wednesday, Friday
 - 1-10pm Thursday
 - 1-5pm Saturday and Sunday
 - Closed Monday

*Otherwise, please check the website or Gallery staff for hours.

- If you would like the exhibition gallery to be open outside of normal hours please contact Megan Hancock to arrange this.
- The classroom spaces and Community Foundation Theater are open during normal campus hours.
- If you have an event that will run late (past 11pm for example) please contact Campus Security at x5000 to ensure the building is properly locked at the end of the event.

SECURITY

- The Gund Gallery has two security guards on staff. At least one will be present any time the exhibition gallery is open to the public during scheduled hours.
- When planning a large event, the Gallery liability requires extra museum security.
 - Any additional security or staff will be billed to the department or party reserving the Gallery building space. (This could average from \$14 to \$24 an hour depending on day of the week and availability of Campus Security)

WORK ORDERS

- All work orders associated with the event are the responsibility of reserving party. This could include the need for:
 - Tables
 - Chairs
 - Garbage cans/ Recycling cans
 - Furniture moved
- Please contact Campus Maintenance x5129 or fill out the work order at <https://internal.kenyon.edu//lbis/services/workorder/>

CLEAN UP

Clean up is the responsibility of the reserving party.

- All garbage and recycling must be removed from the building at the end of the event. It may be set outside the building by the back doors or in the loading dock. If it is stored in the loading dock, a separate work order will need to be placed to have it picked up the following business morning. Full garbage cans cannot be left inside the lobby spaces. Bug infestation poses a series risk to the artwork on display in the exhibition spaces. Any spills or debris should be cleaned up immediately.
- Furniture must be returned to the original placements by start of the next class or business day.

- All extra furniture or items should be removed and out of the building by the start of the next class or business day.
- Leave it as you found it or better. Campus groups, classes and the general public, use the building continuously throughout the week; It is the goal of the Gund Gallery staff to ensure each individual experiences the building and its dynamic programs and events at its best.

TECHNOLOGY

- All the classrooms and the Community Foundation Theater are setup much like other classrooms on campus. An instruction binder is located in each space to address basic questions regarding use.
- If you need any technology assistance please contact the Helpline at x5700 or helpline@kenyon.edu.

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Lobby Reservation Checklist and Form

Name

Department/Group

Date of Event

Number of People

Time

My space is requested in Reservelt.

I have a reservation confirmation email.

The Gund Gallery has approved the use the lobby space(s).

Who is catering?

Catering

In-house

Outside

If outside, I have attached the "outside catering contract."

Gallery Hours

Is your event happening while the gallery is open?

No

If yes, do you have butler tray, sign, or people to assist so that no food or beverage enters the gallery?

Do you need extended gallery hours?

No

If yes, then what time?

Yes

I understand that if I extend the hours of the gallery I will be charged for the extended gallery security coverage.

Work Orders

I have work orders made for garbage cans, recycling can, tables, chairs, etc.

Clean Up

I confirm that I will have the lobby spaces cleaned and back to the original setup by the following business. All garbage will be taken out of the building or at a minimum stored in the loading dock.

Technology

I have arranged Technology assistance through LBIS (if needed)

Security

I understand that the building is open during normal business hours and that I need to contact campus security to unlock the building and/or spaces if outside of normal business hours.

I agree that I have read all the terms and conditions of the Gund Galley Lobby Reservation.

Account# _____
(to be charged for any additional expenses incurred by Gund Gallery)

Signature _____