



NONPROFIT USE OF THE MONTSHIRE'S PORTER COMMUNITY ROOM POLICIES & GUIDELINES

The following policies and guidelines are designed to make your event in the Porter Community Room at the Montshire Museum of Science enjoyable, while protecting the Museum's exhibits, building, grounds, and role in the community. The Montshire reserves the right to decline any reservation request.

USE OF SPACE

Available from 5:30–8:30pm, Tuesday through Thursday, the Montshire Porter Community Room is a 2,200-square-foot space available to nonprofit educational and community service organizations on a limited basis. Nonprofits may only book the Community Room six times a year, no more than once every two months. **Use of the Community Room does not include access to the Museum's galleries or exhibits.** The room is not available December 21-January 1, or the last week of June through the third week of August. Event organizers may begin setting up for your event in the Porter Community Room at 4pm. **Guests may arrive as early as 5:30pm.** All guests must be out of the building and the parking lot before 8:30pm.

SET-UP, BREAK-DOWN & CLEANUP

For standard use, individual organizations are responsible for the set-up, break-down, and cleanup of the Porter Community Room. This includes cleaning the kitchen (if used), removing all food and belongings (including excessive trash), putting away all furniture immediately after the event, and returning the facility to its found condition.

PROMOTING AND ADVERTISING YOUR EVENT

All advertising, promotions, invitations, and communications regarding your event must clearly distinguish the event's sponsor or host from the event's location. Promotions should make clear that you or your organization are hosting the event and the event location is the "Montshire Museum of Science's Community Room." All promotional materials are subject to review and approval by Museum administration, before and after confirmation of the event date.

PRESENTATION EQUIPMENT

The Montshire provides a dropdown projection screen in the Community Room. **You are responsible for providing any necessary electronic equipment, such as a microphone, projector, speakers, cables, and operator.**

DECORATIONS

You are welcome to decorate the Community Room for your event, but decorations may not be nailed, screwed, or taped to walls, ceilings, or any painted surface. All decorations must be removed at the end of your event. Decorations are not allowed on or in trees or other plants on Museum property.

SMOKING, LIT CANDLES, AND OPEN FLAMES (STERNO)

Smoking is only permitted in the Museum's parking lot. **Open flames of any type, including candles and portable cooking fuel (sterno), are not permitted.**

FOOD SERVICE

The kitchen adjacent to the Porter Community Room is available for use to serve light refreshments and beverages. The kitchen is not licensed for food preparation—only for assembling and plating food. **Fully catered or potluck meals are not allowed.**

ALCOHOL SERVICE

Alcohol service is not allowed during free nonprofit use. In accordance with Vermont law, only a Vermont-licensed caterer may serve alcohol during an event. Visit the [Montshire's rental webpage](#) to learn more about hosting a catered event.

INSURANCE / LIABILITY

The Montshire does not provide insurance coverage or assume responsibility for the actions of any entity renting the facilities (including free use of the Porter Community Room). Liability and/or property damage arising from the group's actions is the responsibility of the group that has reserved the space.

RESERVATIONS

Reservations are accepted up to 10 weeks prior to your event, and all submissions are reviewed by Museum administration and may be accepted or declined based on availability and alignment with the Museum's policies and educational mission. Our reservation coordinator is available Monday–Friday, 8:30am–2pm at 802-649-2200 for questions.

CANCELLATIONS

If the Montshire determines that weather conditions on the day of your event create a hazard for safe operation of the Museum, the Montshire will cancel the event and make every effort to rebook it for an alternate date. If the promotion of your event does not follow outlined protocol, the Museum may cancel the event without further rebooking. If Museum administration considers an event to be adverse to the Museum's operations, it may cancel the event at any point prior to its scheduled date. If your nonprofit cancels an event, it is your responsibility to notify the Museum and all attendees by 4pm on the event date.

Reflecting the Montshire's role in the community and mission, Museum trustees have restricted certain functions held at the Montshire. Events relating to political campaigns, political agendas, or sponsored by political parties are not allowed. Museum administration may choose to decline requests or cancel events that they consider potentially adverse to the Museum's operations. Charging admission or selling tickets to an event held at the Montshire is not permitted. Fundraising of any kind is not permitted, nor is selling merchandise. *(revised 5/3/2019)*