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**Facilities Use Policy**

1. A minimum of 30 days’ notice for all bookings is required.
2. Advanced bookings of 6 months or more will only be accepted on a tentative basis.
3. All rental bookings are subject to a $100 non-refundable deposit to reserve your date. Bookings must be confirmed at least 30 days prior to the event. The deposit will be credited against the final rental amount.
4. The facility is not considered rented until the $100 deposit and a signed facility event order is received from the renter.
5. Every effort will be made to book attendants at the time of the booking request; however, cannot be confirmed until 30 days prior to the event.
6. Half-day rates apply to bookings for the auditorium or boardroom of less than four weekday, daytime hours.
7. Additional costs may be incurred for deliveries, set-up, take-down and pickups outside of the booked time.
8. Renters must exit the building no later than 11:00 pm.
9. No plants, flowers, etc., dried or fresh, are allowed in any of the gallery areas, e.g., trees, poinsettias, etc. (Can be stand-alone décor in the lobby and auditorium.)
10. Auditorium seating capacity is 290. Under no circumstances must this capacity be exceeded.
11. The Royal Saskatchewan Museum (RSM), the Friends of the Royal Saskatchewan Museum (FRSM), and the Ministry of Parks, Culture & Sport, are in no way responsible for damage to or loss of equipment of the renter or to personal losses, injury or other liability incurred by renters or visitors to the Museum building. The renter is fully responsible for any damage to premises or equipment caused through such use.
12. No stage equipment or effects likely to cause damage to the RSM or its artifacts are allowed. This includes, but is not limited to, smoke machines, flames, haze, large backdrops, stage sets, and/or construction equipment.
13. Use of all FRSM equipment (excluding houselights, basic overhead projector and single microphone set-up) requires the use of an AV technician. This will be charged back to the renter at $60 per hour. No access to FRSM equipment or the projection room will be granted without an AV technician present.
14. All rentals require an event attendant, provided by the RSM, at a cost of $25.00/hr. (3 hours minimum). Events of more than 150 attendees, or use of multiple spaces, may require two attendants. Due to the isolated location of the Museum in the park, evening events also require two attendants to ensure safety in removing garbage, walking to the parking lot, etc. Instead of these two attendants, the renter has the option of having one of their people stay until the Museum is secured for the night.
15. Any bar services, liquor licenses, catering are the responsibility of the renter.
16. No open flames such as candles or food warmers are allowed in the building.
17. Renters are responsible to ensure that their caterers, bar tenders, staff, etc., are familiar with those areas of this policy that affect their role.
18. Renters are responsible for the set-up and take down of any tables, chairs, etc. used during the event. This includes returning the lobby to its pre-event state. The attendant(s) can assist with this.
19. All renters will provide a reasonable amount of clean-up after their event (i.e., picking up garbage, removing decorations, taking out any food/supplies that were brought in, etc.). Non-compliance with this regulation will result in cleaning fees of $30.00/hr., invoiced to the renter.
20. All rentals require liability insurance. Please provide proof of your insurance coverage, listing the Royal Saskatchewan Museum as an additional insured. This must be provided at least 7 days in advance of the event. If liability insurance cannot be provided in time, coverage is available through the Friends of the Royal Saskatchewan Museum at a cost of $100.
21. Renters agree to comply fully with all fire regulations and accept all liabilities relating to breaches of fire regulations.
22. No set-up of any kind is allowed in the lobby or galleries during regular museum visiting hours (9:30 am – 5:00 pm).
23. Renters are responsible for supervising all individuals at the facility during the event. However, the FRSM/RSM may evict individuals from the facility during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.
24. Renters shall not use the FRSM or RSM’s name to suggest endorsement or sponsorship of the event without prior written approval from the FRSM or RSM. Renter’s publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
25. The FRSM/RSM reserves the right to cancel bookings at any time.
26. All rental fees, terms and regulations are subject to change at any time.
27. The following types of activities are **not** eligible: weddings, birthdays, anniversary parties, funerals, and religious ceremonies, protests, or rallies.
28. The RSM reserves the right to approve or deny an application that may potentially be disruptive to its operations and the use and enjoyment of museum visitors, or that is inconsistent with the goals and principles of the Museum and its purpose which is to further an understanding of Saskatchewan’s natural history and indigenous cultures, past and present.
29. Rental Rates:

**CN T.Rex Gallery**

$1,000 Evenings only – Non-Profit rate $750

**Auditorium**

$525 full day – Non-profit rate $393

$262 weekdays under 4 hours – non-profit rate $197

Additional costs may be incurred for set-up and take-down outside of booked time.

**Lobby**

$400 evenings only – Non-profit rate $300

**Boardroom**

$500 full day – non-profit rate $375

$250 weekdays under 4 hours – non-profit rate $187

***Package Pricing***

**CN T.rex Gallery and Lobby**

$1200 evenings only – Non-profit rate $900

**CN T.rex Gallery, Auditorium and Lobby**

$1500 evenings only – Non-profit rate $1125

In addition to the above rates, if renters require access to the RSM projection room, a technician from ProAV must be brought in at a rate of $60.00/hr for the time needed. The Event Coordinator will book the technician and the renter is responsible for arranging date, time and details directly with ProAV.

05 December 2023