MOCA GA / APPLICATION PROCEDURES

Requests for the rental of any portion of The Museum of Contemporary Art of Georgia (MOCA GA) must be made in writing on the Museum's Rental Application Form. A fifty percent (50%) nonrefundable Rental Deposit must be submitted with the application. The completed application and Rental Deposit are to be returned to MOCA GA.

Please take the time to carefully read through the attached list of mandatory rules, regulations and responsibilities for use of the facility before completing the application. Failure to abide by any of the rules and regulations may result in the forfeiture of deposit and future privileges.

When completing the application, pay particular attention to timing. The rental period requested must include adequate time for setup and cleanup. No application will be approved that has an event time ending past 11:00 pm. Unless otherwise specified, rentals are priced for the specific hours allocated to event space per event.

A date requested for rental can only be approved after receipt of the completed application and deposit. Upon approval by the Museum, a written confirmation will be sent to the Applicant and the Rental Deposit is no longer refundable.

Submitting an application and deposit does not constitute confirmation, nor does verbal confirmation over the phone by any person connected with MOCA GA.

The MOCA GA Board of Directors reserves the right to review and approve or disapprove any and all applications.

We thank you for your interest in renting MOCA GA and look forward to working with you on your special event!

MOCA GA / RULES / REGULATIONS

The Museum of Contemporary Art of Georgia (MOCA GA) is foremost an art museum and the following policies are guided by the Museum's mission, the need to ensure the safety of its collections and exhibits, as well as the care of the building. Therefore, its facilities are made available under the following conditions:

STANDING RULES

1. The fact that a group is permitted to meet or use MOCA GA does not in any way constitute endorsement of their group's policies or beliefs.
2. Neither the name nor the address of MOCA GA may be used as the official address or headquarters of an organization.
3. **Print/Publicity/Photography:** All publicity and invitations concerning the Renter's event at MOCA GA must be cleared through the Museum and approved by the Director prior to printing and distribution. Event photography is allowed in both galleries except when designated otherwise. Please work with MOCA GA to understand the restrictions. Still photography and videography are permitted for private, **noncommercial** use only. Photographs/videos cannot be published, sold, reproduced, transferred, distributed or otherwise commercially exploited.
4. **Rental Fee:** The balance of the rental fee and all charges are due two (2) weeks (14 days) prior to the date of rental. Failure to submit payment at that time will void the Rental Agreement, and the Rental Deposit will be forfeited. The Rental Agreement is between MOCA GA and the Renter. The Renter is responsible for all incurred bills and for upholding all rules and regulations surrounding their event.
5. **Rehearsal/Dressing Space:** Rehearsal/Dressing Space: A designated room may be made available to wedding parties for rehearsal, dressing, or related preparations as part of the wedding rental fee. Requests for use of the space must be indicated on the application at the time of booking. Use of the space is subject to availability and must be scheduled in coordination with MOCA GA staff. The rehearsal/dressing space may be used for up to one (1) hour and may be scheduled during regular Museum

hours or during the transition period between Museum operating hours and the start of the private event. However, use of the space may not interfere with Museum operations, visitor access, staff responsibilities, or the Museum's closing procedures. The scheduled time must allow MOCA GA staff sufficient time to complete normal closing procedures before the private event begins.

6. **Overtime Charges:** All functions are to end at the contractual agreed upon time. MOCA GA reserves the right to insist that all persons associated with an event leave the premises at this time. A $250.00 per hour charge will be issued to the Renter for overtime.
7. **Catering:** All Caterers working at MOCA GA must have copies of their business licenses, certificate of insurance and proof of Worker's Compensation on file at the Museum. Caterer must also have proper licenses if alcoholic beverages are to be served. The Renter may use a caterer approved by the Museum and must supply a certificate of liability naming the Museum as additionally insured.
8. **Equipment Delivery/Pickup:** All furniture or equipment left overnight must be removed from the premises by noon the following business day. MOCA GA takes no responsibility for the Renter's furniture or belongings. There will be a charge of $50.00 per day for equipment or furniture not removed the following business day. The Renter must notify the Museum of date and time of expected deliveries.
9. **Changes:** The Rental Agreement will be for the date, time and number of guests indicated on the application only. If the date requested is changed, a new letter of request must be issued. Any requests for changes after receiving the letter of confirmation must be made in writing to the Director of Engagement at least fifteen (15) days prior to the event. Changes in the setup or number of guests may alter the terms of the original contract.
10. **Cancellations:** If cancellation becomes necessary, please submit your request in writing, so that a decision can be made about a possible refund and the date can be released to other renters.
11. **Recurring Meetings:** Applications for meetings which recur regularly, must be renewed every six (6) month period. No group may reserve the same space for more than two (2) consecutive six (6) month periods.

12. Generally, fundraisers or fundraising events are not permitted in MOCA GA. Exceptions may be made with approval by the Museum.
13. **No Smoking Policy:** MOCA GA has a non-smoking policy for the property (both indoors and outdoors) that is imposed by law and shall be observed at all times.
14. **No Animal Policy:** MOCA GA has a no animal policy that shall be observed at all times.
15. **Parking**: Paid parking is available on the Goat Farm Arts Center campus. Parking is not included with the MOCA GA rental fee, and availability may vary depending on other events and activities taking place on the campus. For large-scale private events, MOCA GA strongly encourages renters to contract with a professional valet service to assist with guest parking and provide a convenient experience for attendees. Additional parking may be available at The Howard School, located adjacent to the Goat Farm campus, for an additional fee. MOCA GA can coordinate with The Howard School to determine availability and establish parking rates for your event. Any fees associated with parking at The Howard School are the responsibility of the renter.

MUSEUM RULES

1. Designated Event Spaces: All private events must take place exclusively within the designated event spaces approved by MOCA GA. The Museum's galleries remain accessible for guests to view exhibitions during private events but must require security and museum staffing, at an additional cost. Galleries are not event spaces and may not be used for dining, drinking, food service, or the placement of tables, chairs, bars, or other event-related furnishings.
2. Food and beverages must remain within the designated event spaces unless otherwise approved in writing by MOCA GA. All event layouts, furnishings, decorations, and activities are subject to prior approval by the Museum and must be arranged to protect the artwork, galleries, walls, and Museum facilities.
3. Fires may not be lit at any time inside or outside of MOCA GA (candles, sparklers, etc.).
4. Nothing may be thrown inside or outside of MOCA GA (birdseed, rice, etc.).

5. Absolutely no glitter, paint, soap bubbles or fog machines may be used in any manner inside MOCA GA.
6. To help prevent insects and pests from entering the Museum, live plants, potted plants, greenery, and other live plant materials are not permitted inside MOCA GA. Fresh-cut flowers are permitted only when provided and arranged by a professional florist. All floral arrangements are subject to prior approval by MOCA GA and must be placed only in designated event spaces.
7. No red beverage of any kind, including but not limited to: cranberry juice, red wine, etc.
8. The artworks and exhibitions in the galleries are subject to change. MOCA GA will not alter any artworks, exhibitions, or lighting for the purpose of an event.
9. Do not lean on the walls or artworks in MOCA GA. Artworks are not to be touched or removed from the walls or elsewhere.
10. Children under eighteen (18) years of age must be supervised so as to protect artworks and prevent injuries. Plans for their supervision should be discussed in advance.
11. The Renter shall pay the cost for the repair and/or cleaning of damage to facilities and/or artwork.
12. Programs must not disrupt the uses of MOCA GA for others. The Museum will remain open during business hours regardless of rentals.
13. MOCA GA is not responsible for equipment, supplies, material or other items owned by a group/individual and used in the facility or parking lot as well as surrounding grounds. The Museum is not responsible for any items lost, stolen or left in the facility or on its grounds.
14. MOCA GA and the parking lot as well as surrounding areas must be left in the condition in which it was found. All trash, garbage and other debris must be removed from the property. All tables and chairs must be properly stacked and returned to the storage area if provided by the Museum or placed in the appropriate area for rental pick up. All of the Renter's personal property should be removed when the premises are vacated. **The premise should be vacated entirely by 12:00 am**.
15. The Renter should bear the responsibility of making sure all persons associated with the event have left MOCA GA by the time agreed upon in the application and before vacating the premise.

STAFF / SECURITY

MOCA GA provides adequate Museum Staff/Security to ensure the smooth and safe operation of the Museum. During rentals, their duties are as follows:

1. Responsible for opening MOCA GA and overseeing set up. This is not to include any floral or catering responsibilities or setting up rented tables and chairs for rental events.
2. Monitor the galleries, restrooms, grounds, phones and bathrooms during the event and attempt to remedy any problems concerning the facility or equipment.
3. Museum Staff/Security are not expected to assist caterer with dishwashing, loading goods, removing linens or breaking down rented furniture and equipment.
4. Museum Staff/Security will direct guests and protect MOCA GA and grounds. They will inform the Renter if they see that a guest needs assistance.

EQUIPMENT AND FURNITURE

1. Limited audio-visual equipment is available for an extra charge. The Renter may also bring their own equipment, though MOCA GA will assume no responsibility for equipment..
2. Furniture and equipment in MOCA GA may not be removed from the Museum.
3. No materials, objects or equipment belonging to MOCA GA may be used without the approval of Museum staff.

MUSIC

1. Music is permitted during private events, both indoors and outdoors, provided that sound levels remain within the noise restrictions established by the Goat Farm Arts Center campus. Music and amplified sound must be controlled so that noise does not exceed the campus noise curfew of 11:00 p.m. All music and amplified sound must be respectful of neighboring properties and may be subject to adjustment or reduction at the request of MOCA GA or Goat Farm Arts Center staff.

2. Musicians may set-up no earlier than two (2) hours prior to an event.
3. All music and activities must cease by 11:00 p.m.

ADDITIONAL TERMS

Americans with Disabilities Act & Discrimination MOCA GA operates in accordance with nondiscriminatory requirements including, but not limited to, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and any amendments to these Acts. No individual shall, on the grounds of race, color, national origin, disability, age, gender (including gender identity), sexual orientation, religion, or any other legally protected classification, be excluded from participating in, be denied benefits of, or be otherwise subjected to discrimination under any program, service, or benefit provided by the Museum. Should events beyond the control of either party, such as Acts of God, war, terrorism, government regulations, disaster, strikes, civil disorder, and curtailment of transportation facilities or any other emergency making it illegal or impossible to provide facilities or to hold the event, this agreement shall be terminated without prejudice.

MUTUAL INDEMNIFICATION

Each party to this Agreement shall, to the extent not covered by the indemnified party's insurance, indemnify defend and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages, to persons or property, losses, and liabilities, including reasonable attorney's fees (collectively, "Claims"), arising solely out of or solely caused by the indemnifying party's negligence or willful misconduct in connection with the provision and use of The Museum of Contemporary Art of Georgia as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability to either party, nor shall it waive any defenses either party may have with respect to any claim.

CANCELLATION

Cancellation requests must be sent in writing. This Agreement will bind both The Museum of Contemporary Art of Georgia and the signing party, and there shall be no right of termination for the sole purpose of booking another event.

MOCA GA / APPLICANT'S ACKNOWLEDGEMENT

I understand this application is subject to the express approval of the Director of The Museum of Contemporary Art of Georgia.

Submitting the attached Rental Application and Rental Deposit does not in any manner imply confirmation of requested date.

I have had opportunity to read and discuss rental documents with MOCA GA staff and acknowledge these are a part of any written Rental Agreement I may have with MOCA GA. I acknowledge and agree that the Rental Deposit is nonrefundable once the application is approved for rental and the Rental Agreement is signed and that I accept responsibility for all damages occurring during the rental period and/or by any person connected with the event for which the facility is rented and specifically agree to uphold all of MOCA GA's Rules and Regulations at all times.

Return Application with rental deposit to:

The Museum of Contemporary Art of Georgia
Attn: Event Rental
1260 Foster Street NW
Atlanta, GA 30318

Rental APPLICANT:
_____Date:_____

THE MUSEUM OF CONTEMPORARY ART OF GEORGIA:

_____Date:_____

WE WISH TO THANK YOU FOR CHOOSING TO USE THE MUSEUM OF CONTEMPORARY ART OF GEORGIA FOR YOUR VERY SPECIAL EVENT!