

Guest Event Reservation Form

Open to the public Tuesday - Friday, 10 am to 4 pm
Saturdays, 11 am to 3 pm

Rachel Schmid
Curator
William Rolland Gallery of Fine Art
Gallery 805-493-3697

Jeff Miller
Assoc. Director & Special Events
Auxiliary Services
(B) 805-493-3765 / Cell 805-732-1327

Please complete the reservation form and return to Marylee Waltz, waltz@callutheran.edu.

Name of Event _____ Date of Event _____

Organization/Department _____ Time of Event _____ to _____

Name of Contact _____ Email _____

Address or CLU Mail Code _____ City & Zip _____

Phone Number(s) _____

Set Up Requirements: Number of Guests _____

of Chairs Needed (Gallery) _____

of Chairs Needed (Rotunda) _____

of Tables Needed 60" Rounds _____

of Tables Needed Hi-top Cocktail _____

of Tables Needed 8 ft. Banquet _____

Audio Visual Equipment:

Mics CD Player DVD

LCD Projector Overhead Slide

Screen Computer

Other:

Lectern Piano Bar Platforms/Risers American Flag Directional Signage

Catering: Please contact Jeff Miller, Associate Director & Special Events, ext. 3765 or email @
jsmiller@callutheran.edu.

1. Will alcohol be served at this event? **Yes** _____ **No** _____
2. Food and beverage service (inquire as vendors may change)
3. Food and beverages are served in the Rotunda area. Food and beverages may be taken into the gallery on most occasions but **depending upon exhibit that may not be the case.**

Special requirements _____

Non-CLU Events:

General Rental Fee _____ Curator's Fee _____ Gallery Assistant's Fee _____

Rental fees for chairs, tables, audio equipment, mic, etc. _____

Other comments/information _____

Approved by: _____ Date _____

R. Stephen Wheatly '77, JD
Vice President University Advancement

The William Rolland Gallery of Fine Art Protocol for Authorized Gallery Events

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Please read and sign the Protocol form and return to Marylee Waltz, University Advancement #1700

Reserving the Rolland Gallery

1. The William Rolland Gallery is not a multi-purpose space.
2. All requests for events in the William Rolland Gallery must have prior approval by the Vice President for University Advancement.
3. Reservations for the event are made through University Advancement, 805-493-3158.
4. Confirmed Event information is sent to Vanessa Webster-Smith, Director of Campus Services, requesting that the event be added to ASTRA, vwebster@callutheran.edu.
5. If the event involves any food and beverages, requests are to be made by contacting Jeff Miller, Associate Director, Special Events, at 805-493-3765, jsmiller@callutheran.edu.
6. **Time:** Schedule event 1 hour before start time for set up and 1 hour after event ends for clean up. (Example: If event starts at 5 pm and ends at 7 pm, scheduled time should be 4 pm to 8 pm)
7. Security must be provided by curator in attendance at event if available, or contracted security personnel. Fees for additional security are the responsibility of the event host. (See "Security" #2)

The William Rolland Gallery of Fine Art

1. The gallery is strictly for the purpose of current and authorized exhibits.
2. **No additional displays, collaterals, easels, event "art" easels, or event related pieces are to be added to gallery space.**
3. **No additional furniture, chairs, tables, etc., will be added to the Gallery unless specifically approved by the Vice President for University Advancement.**
4. **Any event exhibits, pictures, collaterals, easels, etc. are to be displayed in the Stadium Rotunda only including inclement weather.**
5. Clean up is imperative and all events must have a scheduled clean up and removal of any and all approved additional furniture, furnishings, chairs, etc., immediately following the closure of the event. This request must be arranged through Facilities/Housekeeping by an online work order request at www.callutheran.edu/facilities and proof of scheduling provided to the event must be given to University Advancement.
6. No food or bar/beverage set up is allowed in the Gallery. Beverages and food may be taken into the Gallery dependent upon the nature of the exhibit. Passed food or beverages by a server is allowed. Arrangements must be made for adequate disposal of plates and other utensils.
7. Housekeeping and *security costs are the responsibility of the event "host(s)". (*See "Security" #2)

Security

1. Security for the William Rolland Gallery is provided and overseen by the University's Department of Campus Safety and Security, David Hilke, Director, Safety and Security at 805-493-3960, or dhilke@callutheran.edu.
2. If alcoholic beverages are being served (beer, wine, etc.), additional security must be arranged through David Hilke, Director, Safety and Security at 805-493-3960, or dhilke@callutheran.edu. Cost for the additional security is the responsibility of the event host(s).

I have read and understand the William Rolland Gallery of Fine Art Protocol.

Signed _____ Date _____

Print Name _____ Title _____

Extension/Phone # _____

Email address _____

Approved by: _____ Date _____

R. Stephen Wheatly '77, JD
Vice President University Advancement