

**CITY OF EL PASO, TEXAS  
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** MUSEUM OF ART  
**AGENDA DATE:** OCTOBER 3, 2006 / Consent Agenda  
**CONTACT PERSON/PHONE:** MICHAEL A. TOMOR, PH.D.  
**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**  
APPROVE a resolution adopting the Facility Rental Policy for the El Paso Museum of Art.

**BACKGROUND / DISCUSSION:**  
This policy is for the purposes of establishing guidelines and fees for individuals and entities' use of the El Paso Museum of Art facilities, and revoking the Resolution adopting the Rental Policy for the Museum of Art previously approved by City Council on 09/15/98.

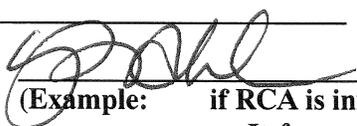
**PRIOR COUNCIL ACTION:**  
09/15/98 Rental Policy approved by City Council.

**AMOUNT AND SOURCE OF FUNDING:**  
N/A

**BOARD / COMMISSION ACTION:**  
N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:**   
(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

06 SEP 25 AM 11:22

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

**THAT** the City Council approves and adopts the attached Facility Rental Policy for the El Paso Museum of Art, for the purposes of establishing guidelines and fees for individuals and entities' use of the El Paso Museum of Art facilities, and revoking the Resolution adopting the Rental Policy for the Museum of Art, previously approved by the City of El Paso on September, 15, 1998.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Josette Flores  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Yolanda Alameda, Director  
Museums and Cultural Affairs Department

**EL PASO MUSEUM OF ART**  
**Facility Rental Policy**

**Eligible Organizations**

1. Individuals and entities ("Groups") using the El Paso Museum of Art facility ("Museum") must comply with all laws and City Policies and Procedures for such use. All events must be sedate, be compatible with the function and purpose of the museum, not include vigorous physical activities and movements of people or objects, and not include commercial events to include sales, trade shows and fundraising except for fundraising events related to the Museum mission of preservation, development and promotion of the arts into the local area, and except as permitted herein for certain Museum Foundation events benefiting the Museum.
2. All "Groups" shall pay the equipment and personnel fees attached hereto as Attachment "A" or as may be set forth in the City Council Budget Resolution, and the facility use fees set forth in the Budget Resolution, except as provided below:
  - A. Non-profit non-governmental entities currently receiving City funding by and through the MCAD which have additionally received funding during two of the three years preceding the current year ("Museum Core Group") shall be permitted use of the Special Events Hall or any smaller area on one reduced fee event during each City fiscal year. Such event shall be related to the Museum mission of preservation, development, and promotion of the arts into the local area. The rental fee will not be charged for such event. However, the entity shall pay all other assessed fees.
  - B. The Museum Foundation may use designated portions of the Museum without paying rental fees, security fees, audio-visual equipment/operator fees, and Museum staff fees for events held for the sole purpose of supporting and promoting exhibits and special museum events, fundraising or presenting educational programs benefiting the El Paso Museum of Art. All such events shall be coordinated with the Museum Director and subject to availability of the Museum.
  - C. Non-profit entities that do not qualify under subsection 2.A or 2.B above will receive a 20% reduction in the rental fee.
  - D. Any City Department using the Museum for an event shall reimburse the Museum for the actual cost of the event but shall not be required to pay a rental fee.
3. City Manager or his/her designee shall develop procedures for the rental and use of the Museum of Art consistent with this policy, to include criteria for scheduling,

procedures for submitting applications, guidelines for food and beverage service, use of Museum facilities and equipment, use of photography, and security.

4. The City Manager or his/her designee shall develop procedures and practices pertaining to the safety and security of the collections during such events and may restrict activities that could pose a danger to the safety and security of the collections or the facility. All "Groups" and participants must immediately comply with all instructions of the Museum staff regarding safety and security of the collections. Museum personnel and security are authorized to expel individuals who violate Museum policies, procedures and practices.
5. The City Manager shall require all "Groups" to obtain liability insurance, which may be satisfied by an election to be covered by liability insurance obtained by the City for events. Any "Groups" electing such coverage shall pay to the City the prorated share of the premium for such insurance as provided for in Attachment "B." Alcoholic beverages shall be permitted only as approved by the City Manager or his/her designee, provided that such "Groups" agree to indemnify the City and obtain liability insurance coverage.
6. The City Manager or his/her designee is authorized to make claims against and seek reimbursement from any "Groups" or other persons including spectators in the event of any damage to person or property, including, but not limited to, collections and temporary exhibits, resulting from the use of Museum property.

## Attachment "A"

### Additional Fees for services or use of Museum equipment

Licensee must reimburse the Museum for the costs of supporting events and maintaining the facility and equipment as provided for herein:

- Security Officer (each) \$20 hr. (minimum charge is 2 hours for 2 people)
- Audio-Visual Equipment/Operator \$20 hr.
- Event staff (each) \$20 hr.
- Chairs (Black with chrome legs) \$ 2 per chair
- Easels \$ 7 each
- Tables (8', 6', 48" round, limited number) \$10 per table
- Café Tables (36"sq, Black, 30 available) \$10 per table
- Seminar Tables (2'x6', 7 available) \$12 per table
- Podium/sound system \$50
- Riser (4'x5½" x 1', 2 available) \$25 each
- Slide Projector \$25
- TV/VCR \$25
- Tent (20'x40') \$300
- Piano (Mason & Hamlyn Studio Grand) \$300

## Attachment "B"

Insurance requirements are as set forth below:

Events with 1-150 attendees:	\$ 52.80 per event
Events with 151-500 attendees:	\$ 88.00 per event
Events with 501-1500 attendees:	\$173.80 per event
Events with 1501-2000 attendees:	\$198.00 per event