



Responsible Party's Information:

Company: _____

Contact Name: _____

Address: _____

Phone: _____ Ext: _____ E-mail: _____

Photographer's Information: (if different from above)

Company: _____

Photographer's Name: _____

Address: _____

Phone: _____ Ext: _____ E-mail: _____

Rental Information:

Session Description: _____

Museum Location: _____

Session Date: _____ Number of expected guests: _____

Rental start time: _____ Rental end time: _____

**Rental time includes all setup and takedown of equipment.*

No rental reservation is confirmed until the Facility Rental Contract has been filled out and a 50 % down payment has been received.

Selected areas of the International Museum of Art & Science, (IMAS) are available for rental for all type of social gatherings such as: photography sessions, business meetings, banquets, receptions, and other events.

Please note that such activities may not interfere with the normal public operation of the IMAS and are subject to the policies and procedures listed below. The **IMAS reserves the right to provide service to anyone and it does not discriminate on race, gender, or educational background. Functions must not compromise IMAS's mandate to care for and preserve its collections.**

A signed agreement and a **nonrefundable** deposit of 50% of the rental fee is required to reserve your date. Any changes made to the contract, including date and time, must be made at least thirty (30) days in advance. The balance of the rental fee shall be paid in full no later than a week prior the event. **A \$25.00 fee is charged for any returned check.**

The IMAS requires that a single contact person be designated to represent the sponsoring group/organization in all matters regarding event arrangements. Changes to any aspect of the event will only be made at the request of the designee indicated on the agreement.

Photography Policy:

Visitors to the International Museum of Art & Science are welcome to take photographs and shoot videos for touristic use. Personal photographs and videos are not to be used for commercial purposes without approval from IMAS.

Wedding, Quinceanera & Other Portrait Photography

For those considering the International Museum of Art & Science as the location for wedding, engagement, bridal, senior class, family or business portraits, please review the following rules and guidelines in advance of your photo shoot.

The “Professional Photography Fee” includes admission for up to 5 people including the photographer. There is a fee of \$5.00 extra for additional guest above 5. Wedding, Portrait and Commercial photography are subject to certain rules and restrictions.

Sitting Fee: \$75.00 per hour, not including Science on A Sphere (S.O.S)

Sitting Fee for S.O.S: \$150.00 per hour

Days: Monday & Tuesday

Times:

9:00am-10:00am

10:00am-11:00am

11:00am-12:00pm

12:00pm-1:00pm

1:00pm-2:00pm

2:00pm-3:00pm

3:00pm-4:00pm

Photographer or client not respecting the above stated time frames and/or delaying another session will incur a cost of up to \$150 per hour for over-extending their reservation.

Commercial Photography

Photographs and videos are not to be used for any commercial purposes without authorization. Professional photographers must contact the IMAS in advance before photography or filming of any kind. Projects will be approved on a case-by-case basis, and the IMAS reserves the right to refuse any project. The IMAS reserves the right to refuse admittance for photography and/or to change its Photography Policy without advance notice.

Locations

Photography is permitted in the outdoor sculpture garden and some indoor areas (except when meetings or private events are taking place). Please stay on pathways and mowed lawn areas. Do not walk in mulched or planted garden beds.

General Guidelines:

- No flash photography is allowed in the galleries. Approval may be granted by IMAS for professional photography.
- No leaning against the wall
- No smoking anywhere inside any of the facilities or on the grounds
- Open flames or any fires in violation of the local fire code are strictly prohibited
- No fog machines
- No food or beverage are allowed in the galleries
- No gum or popcorn
- No bubbles, rice, bird seed, confetti, crazy-string, glitter, sparkles, or other foreign objects may be used or thrown out on Museum property
- No organic flowers inside the building
- Under no circumstances shall exhibits or exhibit furniture be moved
- No unsupervised children are allowed in the galleries
- Children under 16 should be accompanied by an adult
- The IMAS reserves the right to eject or remove any person deemed by the IMAS personnel to be behaving improperly
- Umbrellas and large packages should be left at the front desk
- Lectures, guided tours, and other similar gallery activities need prior approval
- Works of Art should not be touched unless specifically allowed to do so by guide or signage
- Special permission is required for any professional filming photography in the galleries. Photography rentals receive automatic permission.
- For personal photography, please follow signage and general guidelines

Rental Set-Up and Tear-Down:

- All equipment must be placed at least 6 feet away from all gallery walls, and/or any sculptures within the IMAS.
- Set-up and take-down must occur within the rental time period. Any additional time will automatically add an hour to the rental at the rate of \$150 per hour, not prorated.
- Any special lighting must be pre-approved by the IMAS staff.
- The use of candles or open flame is forbidden. A \$100 fine will be issued if rental party does not abide by this rule.

- All decorations or enhancements must be pre-approved by IMAS. A \$100 fine will be issued to the Rental Party for unapproved items including but not limited to: tape, wire, staples, glitter, streamers, confetti, aerosol silly string, cascarones, glue, duct tape, and the use of bubbles, rose petals, rice and or/any similar items is prohibited on the IMAS premises.
- No live animals are allowed at the IMAS premises. Service dogs are welcome.
- No organic flower arrangements or live plants are allowed inside the museum facility.

Cancellation Policy:

IMAS requires that any requested changes to date and/or times of events must be made at least thirty (30) days before event. The IMAS is a non-profit organization, hence, deposit will not be refunded for cancellations.

The Rental Party will abide by the agreed upon hours for the reception. The IMAS requires that the responsible party assist in advising any person that remains after the stated hours. If the Rental Party exceeds agreed contracted time or reception, a rate per hour will be charged.

For office use only:

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- **Professional Photography Rental fee:** \$ _____
 - **Additional hour(s) rental fee:** \$ _____
 - **Security deposit (*Refundable upon area verification*):** \$ _____
 - **Clean up services fee (*If applicable*):** \$ _____
 - **Remaining Balance (*due two weeks prior event*):** \$ _____

The payment agreed upon by the contract may change if its conditions are changed by the user (time, location, security, etc.).

I, the Responsible Party, understands and agreed upon:

Responsible Party’s Signature _____ **Date** _____

Facility Coordinator Representative’s Signature _____ **Date** _____

Special Notes:

The International Museum of Art & Science

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