

Weatherspoon Art Museum Facility Use Policy Updated June 2025

The following policy statements govern the use of spaces within the Weatherspoon Art Museum at UNC Greensboro. These policies are in harmony and consistent with the University's Policy on Use of Facilities and the University's Policy on Alcohol Use. The Weatherspoon's spaces covered by this policy include the Warmouth Commons, the courtyard, and the Bill and Margaret Benjamin auditorium. The Space for Engagement/Tannenbaum Gallery is available for reservations via the [Request to Use the Space for Engagement](#) form.

I. General

The Weatherspoon Art Museum at UNC Greensboro (the Museum) advances individual and shared engagement with original works of art through expanding and sustaining access, collaboration, and organizational transformation. It embraces its public service role and capacity for meaningful teaching and learning with art to positively impact lives.

Designated spaces in the Museum are available for use by Weatherspoon Art Museum, UNCG, and community groups. The purpose for the event must align with the mission of WAM (see above statement). Priority use of Museum spaces is given to the Weatherspoon Art Museum for teaching, research, and the museum's campus and community programming.

The Museum's Benjamin Auditorium is scheduled by the UNCG registrar for classes during the academic year. Priority for use of the space next falls to the Weatherspoon for museum programming. Academic use, outside of regularly scheduled classes, takes third precedence.

The Warmath Commons and courtyard are available to university-sponsored administrative, faculty, and student organizations for programming and events on an event-by-event basis, and as the space is available.

Those using the Museum must agree to abide by all Museum and University policies relating to safety, liability, non-discrimination, non-disturbance, civil obedience, use of grounds, and food, beverage, and alcohol use. Strict adherence to the Rules and Conditions for Use (see Section III) is required. The Museum reserves the right to deem any activity inappropriate or liable to endanger people or property.

The following activities are not allowed: (a) weddings or related events; (b) political or religious meetings; and (c) fundraising events for organizations other than the Weatherspoon Art Museum.

II. Procedure for Reserving the Facility

- Scheduling of events is restricted to the museum's regular operating hours. See the museum's website for operating hours.

- Sound levels are subject to adjustment in relation to noise bleed or harmful vibrations.
- Requests for the use of the Museum facility should be initiated at least six weeks in advance, but no more than two months in advance, by completing the [WAM Facility Request Form](#). For any questions, please contact Janna Byrd, Exhibitions and Events Coordinator, at jlbyrd2@uncg.edu
- Once a request is approved, the designated Contact Person of the reserving group must make an appointment with the Exhibitions and Events Coordinator to arrange and confirm (no later than three weeks prior to the event) the following logistics:
 - The physical set-up of the event (tables, chairs, A/V equipment, etc.)
 - A list of vendors (furniture rental, coat racks, stanchions, caterer, bartender, musicians, etc.)
 - A timeline for setup and breakdown (plan for at least 30 minutes before and after the event)
 - Estimated number of attendees
- The Contact Person must be present prior to, during, and at the conclusion of the event. This person will be responsible for informing event vendors and guests of the Rules and Conditions for Use listed herein and identifying themselves to the Museum Visitor Services and Security staff and all other contracted help. At the end of the event, the Contact Person will review a checklist with a member of the Visitor Services and Security team and ensure that all cleanup measures have been taken.
- The Weatherspoon does not provide staff assistance before, during, or after the event. Event facilitators should familiarize themselves with the reserved space and prepare appropriate directional signage when necessary, as this is not a function of the Weatherspoon staff.
- The Museum reserves the right to cancel an event. The Museum will provide as much advance notice as possible and will work with the reserving group to find another date, if possible. The Museum's sole liability will be the refund of any deposits made to the Museum, when applicable.

III. Rules and Conditions for Use

Exhibition lighting, furniture, fixtures, temperature, humidity and the arrangement of art objects in the Museum's galleries are all established according to museum standards and cannot be changed to accommodate an event. Exhibitions are subject to change without notification.

Art: No artwork may be touched or moved in any way. Nothing may be leaned or propped against walls where artwork is installed. Extra caution must be exercised around sculpture. Furniture and accessories must be kept six feet from the artwork: this includes chairs, tables, coffee pots, food platters, and dishes.

Assigned Space: The Museum will determine which areas of the building may be used for the event and where food and beverages may be served. The museum foyer—with

restrooms and securable lockers—is available for all atrium and courtyard events. Items are left at the risk of the owner.

Audio-Visual Equipment: All use and placement of audio-visual equipment (desktop podium, projector, screen, etc.) must be pre-approved by the Museum. The Museum DOES NOT provide support, training, set-up, or troubleshooting for AV equipment. UNCG campus facilitates may call 6-tech for AV assistance.

Cleanup: The Contact Person (or designee) is responsible for overseeing all cleanup at the end of the event. All food must be disposed of properly at the end of the event. All trash must be bagged and tied securely for removal from the building. A trash container is located between the Museum and Gatewood/Graham buildings. All catering items must be picked up or disposed of at the end of the event. Fees may be assessed for custodial labor, damage, or loss of furniture or equipment due to neglect. Any pick-up that's required of the Museum after the event will be charged to the event organizer. Any food or drink stains that require special custodial care will be charged to the event organizer.

Decorations: Decorations, signage, or banners of any type may not be attached or fastened to walls, display cases, works of art, doors, floors, ceilings, glass, handrails, or any other surface or structure of the Museum. The use of glitter, confetti, bubbles, and balloons is prohibited, as is the use of any kind of machine to create fog, mist, or smoke. The use of flowers, foliage, and other plant material is prohibited. Any signage must be removed by the event organizer at the end of the event.

Entertainment: All musical groups and their placement in the Museum must be pre-approved by Museum staff. Groups are prohibited from performing in the galleries. Any special electrical needs/requirements may only be supplied by University electricians or their designees. Surge protectors are required for all electrical equipment. For UNCG affiliated events that require additional electricity, a power wagon can be rented through UNCG Facilities Operations.

Food and Beverages:

Food: No food or beverages are allowed in any gallery space. Museum staff will not “watch” these items for event participants at the welcome desk. Catering through the UNCG Dining Services is available; please call 336.334.5195 or visit <https://uncgcatering.catertrax.com> for more information.

Alcoholic beverages: Alcohol may be served under the terms and conditions consistent with the laws of the state of North Carolina and the University's Policy on Alcohol Use. Alcohol may not be served for more than 2 hours. The serving of alcoholic beverages requires approval from the Chancellor's Office through the completion of the “[UNCG Alcohol Event Registration](http://policy.uncg.edu/alcohol/)” form. Please refer to: <http://policy.uncg.edu/alcohol/>. Red wine may be allowed in the courtyard and atrium with prior approval and instructions from the Exhibitions and Events Coordinator.

Flames: Use of matches, candles and any other open flames is prohibited in all spaces. Chafing dish sternos may be allowed in the courtyard and atrium, with prior approval of and instructions from the Exhibitions and Events Coordinator.

Insurance: Non-UNCG entities using Museum facilities must provide a certificate of insurance, written by a company licensed to do business in the State of North Carolina, listing the Weatherspoon Art Museum as an additional insured. For complete information regarding Insurance and Indemnification, please refer to: http://policy.uncg.edu/university-policies/facility_use/.

Parking: Limited free visitor parking is available directly behind the museum. During public hours, a parking pass is required for all visitors and may be picked up inside the Museum at the welcome desk in the lobby. A pass is not needed after 5pm or during weekends.

Photography and Video Recording: Photography and video recording are permitted in the galleries for personal use only. The Exhibitions and Events Coordinator will inform the event facilitators of any exhibitions or works of art that cannot be photographed for any reason. Tripods and flash may not be used. Artworks are under active copyright protection and cannot be reproduced without permission.

Publicity: All published materials ---including invitations and public relations efforts--- relating to the event must refer to the Museum in the following way: Weatherspoon Art Museum at UNC Greensboro. Please ensure your event's website or contact number is included in your publicity materials. Any mention of the Museum beyond the location as stated must be pre-approved by the Museum.

Security: All events scheduled in the Museum require sufficient Museum Visitor Services and Security staff. The Museum's Building and Security Manager will determine the number of VSSA staff required. All events where galleries are open require at least two VSSA staff members. Visitor Services and Security staff are authorized to expel individuals who violate Museum and/or University policies. Any event that extends beyond operating hours is subject to an overtime VSSA fee. Events that go past the scheduled end time, after hours, are also subject to a penalty fee of \$250.

Set-up: Once an event has been approved, the Contact Person is responsible for coordinating with the Exhibitions and Events Coordinator to create a plan and layout for set-up.

Smoking: Smoking is **not allowed** anywhere in the building or in the sculpture courtyard.

Tableware and Linens: All tableware and linens must be provided by a caterer or the reserving group. The Contact Person (or designee) must be present for the delivery and pick-up of all rentals. Museum staff are unable to assist with rental deliveries or returns. All rental equipment must be broken down and placed in a location designated by the Museum staff for scheduled pick up on the following day.

Vendors: The Contact Person is responsible for informing all vendors and caterers of the Rules and Conditions for Use in the Museum.

IV. Capacity

Sculpture Courtyard: 400 people standing, 150 people seated in rows, 75 people seated at tables

Warmath Commons: 200 people standing, 150 people seated in rows, 70 people seated at tables

Auditorium: 159 seats

Space for Engagement: 24 chairs with 4 tables