



FORT COLLINS
**MUSEUM OF
DISCOVERY**

**Fort Collins Museum of Discovery
Special Events & Facility Rental
FAQ**

Additional information regarding facility rentals can be found in *Fort Collins Museum of Discovery Special Events & Facility Rental Rules & Regulations*. A copy can be picked up at the Fort Collins Museum of Discovery Ticketing Desk at 408 Mason Court, downloaded from the website at www.fcmod.org, or requested by emailing Kelly Stetter at kstetter@fcmod.org.

What spaces are available?

FCMoD offers several areas for use. The Classrooms and Markley Community Room are available both during business hours and after hours, while the Lobby & Griffin Piano Café, OtterBox Digital Dome, Main Gallery, Rooftop Observation Deck, Woodward Special Exhibition Gallery, and the Big Back Yard are available for use after business hours. Clients may also rent the full museum facility including all above listed spaces. Not all spaces are available at all times, so please call for availability.

How much does a rental cost?

Rates vary for each space, from \$75 for one classroom, to \$1500 for the full facility. All rentals are based on a four-hour minimum, which must include enough time for set up and clean up. Museum staff cannot assist in set up or clean up, so be sure to schedule enough time for your event.

What if we only need the space for a few hours?

Most events will require the full four hours when set up and clean-up are included; however, some allowances can be made based on the type of the event. For more information, speak with an FCMoD staff member.

Can I bring in food?

Food is permitted only on the Observation Deck, Classrooms, Big Back Yard and Lobby & Griffin Piano Café. Caterers must be selected from the Approved Catering List, or with FCMoD approval. There is an additional charge for catered or box lunch events based on the number of guests. Pre-packaged snacks (water, bags of chips, cookies, etc.) may be brought with a \$25.00 required cleaning fee. All supplies (napkins, plates, coffee supplies, etc.) must be provided by the client or caterer. All rubbish must be taken to the receptacle on the north east side of the building at the end of the event by the client or their hired staff.

Can we have music?

Music is permitted for events occurring after business hours. Clients must honor the City of Fort Collins Noise Ordinance for all events with music or a public address system. For more information about noise violations, please see <http://www.fcgov.com/neighborhoodservices/pdf/quality-neighborhoods.pdf>.

Is photography allowed?

Photography is permitted in all areas of the museum with restrictions in the Main Gallery and Woodward Special Exhibition Gallery. Please see the *Fort Collins Museum of Discovery Special Events & Facility Rental Rules & Regulations* for more information about restrictions.

What supplies does the Museum provide?

FCMoD provides minimal supplies for events. Tables and chairs are included in a Classroom rental. All other supplies, including tables, chairs, staging, centerpieces, catering needs, etc. must be provided by the client or outside service provider.

Will the Museum set up for my event?

FCMoD does not provide any set up or clean-up assistance for events. All tables, chairs, linens, etc. must be set up and torn down by the client or outside service provider. On regular business days (Tuesday – Sunday) set up cannot occur any earlier than 5:00 pm for any event under any circumstance. Any supplies provided by an outside service provider must be removed from the premises between 9 and 10am on the day after the event.

Do you have birthday parties at the Museum?

Yes, birthday parties may be scheduled on Sundays. Call FCMoD to reserve a space. Birthday party spaces fill quickly so please call early enough to secure a space on your preferred date. Please note that there is no storage (including cold storage) at FCMoD, so all food, beverages, ice cream, etc. must be brought into the museum and stored in coolers. Clients are expected to reasonably clean the classrooms after a birthday party, including wiping down tables and chairs, disposing of rubbish, and cleaning up spills.

Can we host our book club at the Museum?

Service groups, book clubs, and other groups have several options at FCMoD. Public spaces, such as outside of the Café or in the Big Back Yard, offer enough space for smaller groups to gather without interfering with other visitors or being impeded by noise. Groups may also rent a Classroom or the Markley Community Room for their meeting.

Can my group host a program at the Museum for your visitors?

Any programs presented by outside groups must work with the FCMoD Education Department. Programs must be mission-aligned, and different from any programs that FCMoD offers. Programs that require a fee in addition to museum admission will not be permitted. Program opportunities are considered on a case-by-case basis. Please contact Education Director Treloar Bower at (970) 416-2768 for more information.

Do rentals during business hours include admission to the Museum?

No, admission is not included in rentals. However, FCMoD does offer a discount for groups of 15 or more and with 72 hour notice. Discounts are available for both museum admission and OtterBox Digital Dome shows.

Can we rent an OtterBox Digital Dome show during our event?

Yes, FCMoD can offer a Digital Dome show of your choice for an additional fee. The Dome seats 79 people, so remember that additional shows may be needed to accommodate all guests.

Is there parking at FCMoD?

Parking is free at the museum, and overflow parking is available along Cherry Street. The Civic Center Parking Structure is a short walk to the south at the corner of Laporte and Mason Streets. The museum is also easily reachable via public transportation. Transfort's Downtown Transit Center is a block south of the museum on Mason Street.

Where are you located?

The museum is located on Mason Court, at the intersection of Cherry and Mason Streets. Parking is free at the museum, and overflow parking is available along Cherry Street. The Civic Center Parking Structure is a short walk to the south at the corner of Laporte and Mason Streets. The museum is also easily reachable via public transportation Transfort's Downtown Transit Center is a block south of the museum on Mason Street) and by bicycle via the Poudre River Bike Trail.