



Facility Rentals Policy and Guidelines

1. Public access cannot be restricted during normal hours of operation. All set-up in public areas desired to take place before 5:00 PM, must be arranged with the Special Events Coordinator.
2. C'mon requires the use of our Preferred Vendors for all rental services provided at the Museum. Preferred Vendors will be able to assist in rentals of tables, chairs, etc. for your event. C'mon has a limited amount of tables and chairs that the rental client may use on a complimentary basis.
3. Guest parking is available in the C'mon parking lot. If you are interested in using additional parking in North Collier Regional Park, the Museum will contact the North Collier Regional Park for additional availability. The Museum has no control over the availability of parking spaces or enforcement of parking regulations.
4. Any deliveries from caterers, florists, musicians, etc. must be made at the school entrance on the east side of the Museum. These arrangements must be made with the Special Event Coordinator at least two (2) weeks prior to the event date.
5. Outdoor events must be approved by Collier County Growth Management Division, at least fifteen (15) business days in advance. A temporary use permit must be completed and purchased through the county for the use of outside area (not including Johnsonville Backyardville). If you have any questions regarding permits, call (239) 252-2400.
6. Food and drink is NOT permitted in any of the exhibits.
7. Exhibits will not be moved to accommodate rentals.
8. Absolutely no photography of any kind in the Loos Art Gallery (See Photography Policy below).
9. The Museum Store and Café will be closed during non-operational hours, unless approved by C'mon.
10. Smoking is not permitted in the Museum, anywhere on the Museum grounds, or anywhere in the North Collier County Regional Park.
11. No pets or other animals are permitted on Museum grounds or in the Museum building at any time for any purpose with the exception of service animals or preapproved educational animals.





Facility Rentals Policy and Guidelines (continued)

12. C'mon is a "family friendly" facility and therefore reserves the right to refuse entertainment of "questionable nature" during facility rental events.
13. The Museum reserves the right to move any group from a scheduled space. Every effort will be made to provide a comparable space.
14. The Museum reserves the right to make non-competing areas of the Museum available for other events. Only events that have contracted for the entire Museum will have exclusive use of all areas.
15. The Museum reserves the right to change exhibits and/or landscaping. No guarantee can be made that exhibits and/or landscaping displayed at the time of the walkthrough will still be displayed at the time of the event.
16. Unless specifically approved at least one (1) month prior to the event in writing, the term "Golisano Children's Museum of Naples," "C'mon", logos, photos, or any variant thereof will not be used by the facility rental client in any literature, press release, invitation or other material in connection with the event, except with the sole purpose of designating the location of the event.
17. For the safety and security of guests, the public access door at the front entrance should be monitored during evening events. It is requested that a greeter be provided by the client to oversee the entrance to inform guests of the areas that are accessible during the event.
18. Any supplies, decorations, food, etc. must be taken out of the building or disposed of immediately following the event. All arrangements of pick up and drop off needs to be solidified with the Special Event Coordinator at least two (2) weeks prior to scheduled event. Any items in a space following a use period will be thrown away by the C'mon staff unless agreed upon in contract.
19. An afterhour's fee will be applied to any group or function requiring the Museum, or any portion thereof, to remain open after 10:00 PM.
20. Facility Rental clients shall not use or permit the Facility to be used for any unlawful purpose or in any unlawful manner, and shall comply with all federal, state, and local governmental laws, ordinances, and orders, including but not limited to those relating to fire and safety. Facility Rental client shall also comply with all rules, regulations and policies applicable to the Museum and occupancy thereof.
21. The Golisano Children's Museum of Naples reserves the right to refuse any event.



Decorations

1. Decorations and methods of installation must be discussed with the Special Events Coordinator and determined at least two (2) weeks prior to the scheduled event. All decorations will adhere to the Museum decorating parameters. It is the intent of this document to protect the interior and exterior of the Museum, its exhibits and to protect the Facility Rental client from incurring damage charges.
2. Attachable (using nails, staples, tape, etc.) decorations such as banners and streamers may not be used anywhere in the Museum.
3. Inside decorations are limited to free standing or table top items only.
4. Museum fixtures, exhibit cases or objects are not to be moved under any circumstances.
5. No decorations of any kind are allowed in the Loos Art Gallery.
6. Due to high risk of potential infestation, no live plants are allowed to be brought into the Museum.
7. All flammable materials including lighting devices using open flame are prohibited. This includes but is not limited to candles, lanterns, oil lamps, hurricane lamps, Sterno, sparklers, or any pyrotechnics of any kind.
8. Prohibited items/decorations include, but are not limited to: fog/smoke machines, popcorn and cotton candy machines, bubble machines, piñatas, dry ice, spray glitter, sparklers, silly string/spray string, spray snow, spray paint, paint, aerosols of any kind. Decorations that are less than one (1) inch cannot be used in the facility. This includes and is not limited to: confetti, glitter, feathers, rice, birdseed, loose flower pedals, poppers, etc. or any other item smaller than one (1) inch. This list is subject to change. The Museum has the right prohibit items/decorations that could possibly damage the facility or exhibits.
9. Latex balloons may not be used anywhere in the Museum or the surrounding grounds. Mylar balloons are approved for use anywhere in the Museum or the surrounding grounds.





Food & Beverages

1. Facility Rental client shall make necessary arrangements for catering, alcohol service or concession and may only use vendors from the approved Preferred Vendors List provided by C'mon.
2. Absolutely no food or beverages are allowed in the galleries, exhibit areas, Curious Kids, Art Gallery, Family Resource Library, Museum Store or Art Studio. Extra butler trays and jack stands must be stationed as to accommodate this restriction.
3. No Sterno or other open flames may be used in any warming devices.
4. All electrical appliances must be in good working condition with no frayed, burnt, melted, or damaged plugs, cords, or electrical components.
5. All food and beverage equipment must be brought through the school entrance no food, drink, or equipment is to be carried through C'mon main entrance.
6. The facility rental client is responsible for proper licensing, if applicable to event. The facility rental client must provide a copy of all licenses and permits to C'mon two (2) weeks prior to the event. If you have any questions regarding permits call (239) 252-8999.
7. Museum staff may order that the service of alcoholic beverages be discontinued or that the event be terminated if Museum staff determines at its sole discretion that under-age drinking or illegal use or provision of any alcoholic beverage or other controlled and dangerous substances is occurring.
8. Alcoholic beverages may be served only by the licensed liquor handler hired by the client from the Museum's approved Vendor List.





Delivery, Set Up and Break Down

1. Set-up and break down of all C'mon equipment will be done by all Museum staff or Museum volunteers. The facility rental clients are responsible for any set up and break down of any outside rental equipment and personal equipment and decorations brought in.
2. Delivery of decoration, rental items, and catering supplies will be scheduled in advance for the day of the event and all such supplies will be brought in through the school entrance rather than the Museum's main entrance. All arrangements must be agreed upon with Special Events Coordinator at least two (2) weeks prior to your event.
3. All delivery persons, set-up/tear-down crews, staff, and clients are required to check in with the front desk staff or with the Special Events Coordinator and provide proper identification prior to unloading and loading. All outside vendors performing tasks in the Museum will be given a wristband, nametag or other means to be identified by the Museum staff and volunteers as being checked in for a special event.
4. The Museum cannot guarantee availability of carts or dollies for carrying supplies and decorations in and out of building as these carts are frequently in use by staff.
5. At the end of the use period, the facility rental client, group, or department shall leave the Museum and its surrounding grounds in the same condition as they were at the beginning of the use period, and shall be solely responsible for any damages to the Museum and its surrounding grounds incurred during the use period. Any damage charges will be billed to the facility rental client.
6. Delivery, set-up and tear-down time is included in your agreed rental time. In the event of overage, the facility rental client will be charged per hour outside of their agreed upon rental time.





Loos Art Gallery Photography Policy

1. The Museum observes a "No Photography" policy for the Loos Art Gallery. The primary objective for this policy is to properly care for the Museum's collection, to protect copyright interests, and to ensure visitor safety.
2. Photography is not allowed in the galleries in order to preserve the art from undue exposure to ultraviolet (UV) light. UV Light emitted by flashbulbs has a cumulative effect, which will damage pigments in painting, works on paper, and other media.
3. Photography is restricted in the Museum to protect copyrights of lenders and artists who may not wish their art to be photographed. It is the Museum's public duty to respect this copyright protection.
4. Visitor and object safety must also be taken into account. Often when pictures are taken the photographer may inadvertently bump, back into, blind, or trip other visitors or damage works of art.
5. Requests may be made in writing to the Curator of Collections for photographs of specific objects in the Museum's permanent collection. These requests will follow the procedure and fee schedule in place for rights and reproduction.
6. Photography is allowed in all other exhibit areas.

