



## Use of the Gallery for Special Community Events & Activities

**Preamble:** The Kitimat Museum & Archives (KMA) makes available the second floor temporary gallery for use by the community – the “host” - for events and other activities. These one-time community events are in addition to Museum-planned speaking engagements, slide shows, children’s programs, and artist’s workshops, and separate from Museum-planned fundraising activities.

1. Use of the gallery by the community is only considered when the event or activity:
  - Reflects and enhances the Museum’s constitution, mission, mandate, and statement of purpose.
  - Is of a non-religious, non-political, and non-profit nature.
  - Is not a business meeting.
  - Could be entertaining for Museum members and the general public.
  - Is a special one-time event or activity.
  - Fits with the availability of staff time and temporary gallery space.
2. The Curator will approve the event/activity based on these six criteria.
3. In the case of an approved event/activity, the KMA becomes the venue.
4. The host is responsible for all advertising such as the design, production, and distribution of a poster, but the KMA may with approval of the host:
  - Write and distribute a public service announcement.
  - Notify KMA membership by mail of any upcoming event/activity.
5. The KMA may create and sell tickets for the event/activity on behalf of the host only to cover costs for the event.
6. The host will make a reasonable payment to the KMA for each gallery use. This payment will not be tax-receipted as the host is paying for a service and not making a donation.
7. The KMA must limit audience size to 50 attendees in keeping with fire regulations for the size of the second-floor gallery and the number of chairs available.
8. At least one staff member will be on duty to monitor the museum entrance and gift shop and sell memberships and items in the gift shop.