



# GHEENS SCIENCE HALL & RAUCH PLANETARIUM

[planetarium.louisville.edu](http://planetarium.louisville.edu)

(502) 852-6665

## \*CAPACITY:

GSH&RP Theater: 160

Gheens Science Hall (reception with gathering tables): 100

Gheens Science Hall (round tables): 75

User provided Tent: 130 seated

GSH&RP Classroom: 25

*\*Note: Science Hall capacity is reduced when adding a dance floor and/or bar*

## RENTAL FEES:

Daily 8:00 am - 5:00 pm, Monday through Friday: \$225 per hour.

Monday – Thursday, 5:00 pm - 11:00 pm: \$275 per hour.

Friday Evenings, 5:00 pm – 7:00 pm: \$325 per hour.

Friday after 7:00 pm: ask for quote and availability.

Saturday and Sunday: \$325 per hour (availability dependent on public show schedule).

GSH&RP classroom:

Monday through Friday, 8 am – 5 pm: \$50 per hour

Monday through Friday, 5 pm to 10 pm and weekends: \$100 per hour

*Notes:*

*Rental fee only covers the cost of using the facility for the event plus one hour of set up and one hour of clean up. Set up and break down of tables and chairs as well as decorations, food, etc. are the responsibility of the client. Additional set-up and clean-up time is available at \$75/hour.*

*The GSH&RP is open to the public on Friday evenings and Saturday afternoons; however, it may be possible to arrange for the GSH&RP to be closed to the public for a special event. These arrangements are negotiated on a case-by-case basis.*

*Additional fees for A/V and technology requirements or programming may be added (see below for information on standard technology provided with facility rental)*

**STANDARD ITEMS:** (included in rental of facility)

Chairs and tables:

- (75) Red stackable chairs
- (44) Gray stackable chairs
- (11) 6-ft. gray tables
- (13) 6-ft. brown folding tables
- (5) Round, stand-up gathering tables

*Note: Set up and break down of tables and chairs as well as decorations, food, etc. are the responsibility of the client. Linens can be rented.*

Audio visual/technology equipment:

- WiFi throughout the facility
- Podium and microphone
- PA system with hand-held and/or lavalier microphone
- Video Projection (includes video clip and DVD playback)
- PowerPoint
- Concert-level sound system
- Speaker telephone
- Local HDTV channels

FEE-BASED TECHNOLOGY AND AUDIO VISUAL OPTIONS

- Theatrical lighting
- Planetarium or laser show
- Production of show or presentation

Quote provided upon request.

# **Gheens Science Hall and Rauch Planetarium Rental**

## **CONDITIONS FOR ALL GROUPS:**

All areas of the building are handicap accessible. Advance notice is required for handicap access on the GSH&RP stage.

Those granted access to the facilities agree that they will abide by all governing laws, rules, policies, procedures, and guidelines regarding the use of these facilities and the conduct of persons in or on University property.

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias. The Gheens Science Hall and Rauch Planetarium will not condone any action, event or activity that strains this environment. The University of Louisville is a Hate Free Campus.

The client will not interfere with the operations of the University of Louisville, its mission, activities or programs while using these facilities. It is understood that if such interference occurs; that the University may, at its discretion, cancel the event immediately.

No improvements or structures will be constructed on University property or in its facilities unless approved in writing. The GSH&RP staff must approve any canopy or tent that is to be erected on the property.

Exhibits and displays: the floor live load inside the Science Hall and in the courtyard are both limited to 100 pounds per square feet (psf). Specifications for exhibits and displays must be submitted to the GSH&RP to receive approval for set up.

Rental of equipment (tents, tables and chairs, audiovisual, etc.) and decorations as well as catering is to be arranged by client.

A GSH&RP show can be part of your event for an additional fee. The GSH&RP will work within the time you allow us providing a 5 minute to 45 minute show as part of your event. A quote will be provided upon request. The exact time and content of the show will be agreed upon in advanced.

Should you desire to show or perform the work of someone other than your own (e.g. an audiovisual work such as a movie or a play) you agree that you will obtain the necessary license and/or permission(s) from the owner/holder of the intellectual property rights (e.g. copyright) for that work to be shown or performed at the GSH&RP and to provide a copy of such authorization to GSH&RP staff upon request. Appropriate licensing or permissions typically will include the right to publicly display or perform the work. (Note: Typically when you rent a movie from the local movie rental store, you are granted rights for home use – not the rights necessary to show the movie in a venue such as GSH&RP.)

You agree to indemnify and hold harmless the University of Louisville (which includes the GSH&RP), its Board of Trustees, employees, agents and assigns from and against any costs, liability, expenses (including reasonable attorney fees), damages, and lawsuits whatsoever arising from the showing or performing of the work in the GSH&RP without having the appropriate license or permission.

No posters, banners or other informational signage may be attached to the walls, doors, windows, light poles, or railings, without prior approval. No tacks, tape, screws, Velcro, nails or other types of adhesive may be used to affix items or decorations to the facility.

Alcoholic beverages must be served by a contract caterer who has appropriate licensing to sell/serve alcohol. The provider must have liquor liability insurance in amount of \$1M. The University of Louisville is to be added as an additional insured and the endorsement to the policy must be provided to the GSH&RP.

Use of fireworks, confetti, glitter, bubbles, rice, birdseed and piñatas is prohibited. No helium balloons are permitted in the GSH&RP theater.

A refundable damage deposit of \$300 may be required to hold a reservation. University property and its facilities will be used in a careful and prudent manner so as to prevent any loss, defacement or damage. Good order and discipline must be maintained. The client is responsible for all damage to the facilities or grounds by those granted access to the facilities. By signing the confirmation letter, the client agrees to pay for any loss or damages to persons or property at the GSH&RP, and to reimburse and hold harmless the University and Board of Trustees, and the members, agents, and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees to enforce any obligations imposed under this paragraph or otherwise in the reservation.

The client agrees to hold harmless the University of Louisville for acts of God, riots, public unrest, utility disruption, severe weather, floods, earthquakes, terrorism, etc. that prevent the normal operations of the facilities. If the University officially closes then it is at the sole discretion of Gheens Science Hall and Rauch Planetarium and the University of Louisville whether it is safe or prudent to continue to remain open for operation.

**The client is responsible for all set up and breakdown for the event including, tables, chairs, decorations, food, bagging and removal of trash, etc.**

The client may be required to provide the University with a copy of your Certificate of Insurance for the event.

The GSH&RP is not responsible for lost or stolen property.

Events are scheduled and considered tentative until a signed confirmation letter along with the applicable deposit is received by the GSH&RP. A fifty percent deposit of the estimated fee is required to hold a reservation. The balance is due at the time of the event unless other arrangements have been made.

Cancellation Policy:

- Cancellation 30+ days prior to the event – no charge and deposit is refunded
- Cancellation 15 - 29 days prior to the event – 50% of projected fee
- Cancellation 14 days or less prior to the event – full amount due plus any additional fees for services sub-contracted through the GSH&RP as part of your rental agreement

Notification of cancellation must be received in writing. *Exception: there will be no charge if the cancellation is due to an extraordinary and unexpected natural event, such as a hurricane, tornado, or earthquake.*

Reservations are non-transferable and cannot be "given" to or "transferred" to another organization or sponsor. Such transfer of any reservation will result in the cancellation of the reservation and all future reservations held in the Gheens Science Hall and Rauch Planetarium.

Weapons and illegal substances are strictly prohibited.

The University is a smoke free environment. Smoking is prohibited on all areas of the UofL campus.

Facilities are available on a first-come-first-served basis subject to the availability of staff and support requirements.

All media (videos, compact discs, cassette tapes, etc.) to be played at an event using the GSH&RP equipment must be submitted to the GSH&RP technical coordinator no later than 48 hours prior to the function. We cannot guarantee that changes or updates to your presentation after submission to the technical coordinator can be accommodated.

If you are planning to use your own laptop during the presentation, we recommend providing a copy of the presentation to GSH&RP as a back-up in case you experience unexpected technical difficulties.

*Disclaimer: The Gheens Science Hall and Rauch Planetarium reserves the right to amend and revise the terms, conditions and policies listed above in accordance with the rules and policies of the University of Louisville and any other governing bodies.*

**Note: certain presentation styles show up better in the Gheens Science Hall and Rauch Planetarium. Given that many members of the audience will be almost 45 feet away from the screen, we recommend presentations be formatted as follows:**

Use contrasting colors, dark text on light background or light text on dark background.

The GSH&RP has all standard Windows fonts. If a presentation is created on a Mac or other platform, there may be a font substitution issue. For this reason, we recommend using common fonts, 14 points or larger. Examples:

- Arial
- Verdana
- Trebuchet
- Comic Sans
- Georgia
- Times New Roman

Script, calligraphy and other fonts with flourishes should be sized at 20 points or larger.

Simple backgrounds work best as text gets lost in busy backgrounds (such as text over a highly detailed, multi-color photograph).

**Presentations with embedded animations and video clips: be sure to include the embedded items on the CD or Memory Stick when transferring the presentation to the GSH&RP computer or to your laptop. It is vital that the presentation be tested to ensure the embedded items are working properly.**

The GSH&RP has many of the applications and decoders used to play video and audio clips that may be used in your presentation (e.g. PowerPoint, Keynote, QuickTime, CD, DVD, etc.). The GSH&RP technical coordinator is available to provide guidance on formats supported in the theater.

## Catering Set-Up / Clean-Up Requirements:

The caterer and/or planner will provide all of the following, unless otherwise specified. If a caterer and/or planner is not used, **the client is responsible for meeting the requirements below.** (Note: It is the client's responsibility to make the caterer and/or planner aware of the responsibilities below):

- Submit to the GSH&RP:
  - Liquor License
  - Insurance liability coverage.
- Work with the GSH&RP staff to schedule all delivery and pick-up times. All rented items must be removed from the GSH&RP no later than the day after the event, excluding Sundays.
- Event Set-up and Break-down
  - Set-up of tables, chairs, decorations, etc.
  - All clean-up must be completed immediately following the event, including:
    - All trash must be in trash bags and placed in the dumpster behind Strickler Hall.
    - All empty bottles and bottle carriers must be taken away.
    - Kitchen is to be cleaned if used.
    - Hallways and doorways cleared of equipment and trash.
    - All food cleaned from floors and floors must be vacuumed.
    - Flowers and decorations are to be removed immediately following the event.
    - Break-down of all tables and chairs.

## Directions & Parking Information



Directions can be found on the GSH&RP website: [planetarium.louisville.edu](http://planetarium.louisville.edu)

### Parking:

Parking is plentiful within a comfortable walking distance of the GSH&RP. You may work with the event coordinator at the GSH&RP to make parking arrangements for your event.