

Notes and Policy Suggestions for *Connecting to Collections (C2C) Online Community Webinar on Protecting Collections During Events*

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The Detroit Institute of Arts' (DIA) Special Events policy document can be downloaded as a PDF from <http://www.dia.org/about/rentals.aspx> under "Policies and Fees." This can be modified to reflect your institution's operational needs.

Risks to collections should be determined with conservators and/or curators, registrars, and collections managers.

If passing through gallery spaces, make sure the appropriate curator is informed and approves.

If not using dedicated dining spaces, predetermine allowable pathways for daytime and evening events.

Have signage prepared in advance; make it reusable.

Have all supplies on hand including folding screens, stanchions, virgin polyethylene, rubber floor matting, Masonite™, or carpet. Use a commercial service to clean the floor matting.

Depending upon individual recycling programs include (or not) the separation of trash from paper and plastic before it is moved to the dumpster.

Additional Policies that apply to all DIA events:

Plants

Indoor plants need to be low light tolerant. Avoid plants that are more prone to mealy bugs and fungus. Potted plants must be in sterilized soil, not in garden soil which contains ants and potentially other bugs that can cause damage to collections. The *Guidelines for Florists* that follows can be modified to reflect what works best for your museum events.

Pest Control

Cleanliness prevents bug infestation. An integrated pest management program (IPM) provides for the minimal use of pesticides in the building—good for both collections and people. Art storage rooms should be monitored using sticky traps. Lavatories, slop/housekeeping closets and food service areas should be treated weekly, bimonthly and/or quarterly as defined by the IPM program, in cooperation with collections management and environmental services. Kitchen treatment should be specified in the catering contract. Contact your local pest control operator to set up an individualized IPM program.

Photography

Having a defined photography policy will not only assist your institution during events but in maintaining artist copyrights. DIA visitors may photograph or film permanent collection objects only for personal, non-distributional or noncommercial use. No tripods, extension cords, and the like are allowed. The policy is also available online at www.dia.org/about/ under "visiting." Any commercial photography should be requested and approved as part of the event contract.

Noise Levels

If there is music (live or recorded), include maximum decibel levels in the event contract. DIA allows 90db–95db depending upon the space. Sound levels are tested by DIA staff before the event starts and monitored throughout the evening.

Since DIA uses an outside catering contractor, the following *Food Service Guidelines & Building Usage Guide For Catering Staff* policies are included within the contractual agreement:



Food Service Guidelines & Building Usage Guide For Catering Staff

Guidelines are prepared for the safety of the artworks, facility and the staff. The DIA's mission is to "Create experiences that help each visitor find personal meaning in art." In order to make works of art accessible to the public, it is the museum's duty to preserve the collections held in our trust. Please help us to maintain the building and our galleries.

Once an event is scheduled, DIA staff are responsible for the following:

Event Space

1. If not using dedicated dining spaces, predetermining allowable pathways for daytime and evening event usage.
2. If passing through gallery spaces, the appropriate curator is informed and has approved.
3. Covering the floors with Visquene (virgin polyethylene), carpet, or rubber matting. Depending on the flooring, Masonite™ protection might also be used.
4. Closing off galleries, placing portable vinyl screens to protect collections or walls, setting up stanchions, and etc.
5. Placing appropriate signage, including "No food or drink beyond this point" or if during museum hours, "Please excuse our appearance, we are setting up for an event."
6. Providing flowers or decorations created by the Friends of Arts and Flowers volunteers for internal and auxiliary events.
7. Third Parties are responsible for table decorations according to DIA Guidelines.

Catering staff responsibilities are as follows:

Event Set Up:

- DIA is a smoke free facility.
- No gum. No chewing tobacco. No cell phones.
- No alcoholic beverages may be consumed while on duty.
- All furniture must be moved on carts. Do not drag tables, chairs or any equipment. Lift to move or reposition.
- Do not roll table rounds along floor.
- Only carts with rubber wheels are allowed.
- Large equipment should always have two people when moved through the museum.
- Do not walk or move anything through unlit galleries. Ask Security to turn lights on.
- All dish racks carrying food must be covered.
- Never place or lean any item against gallery walls, pedestals or distancing barriers.
- Equipment cannot be placed any closer than 4 feet to any wall or artwork. Steamers should be positioned as close to the middle of the room as possible, a minimum of 5 feet away from walls.
- Keep noise to a minimum. No radios or headphones are allowed in galleries.
- All carts must be cleaned and free of all food.
- Return food carts and hot boxes to catering storage when not in use.
- All legs on rental equipment should have a protective bottom to eliminate possible scratches on floors.

Serving During Events

All of the above plus

- No glassware, china or food-related items allowed in unauthorized areas which include ledges, bases, planters, stairway landings during events.
- Tray jacks should be set up at all doors exiting from the event area into galleries.
- Mop up any spill and food residue immediately.
- Have broken glass swept up immediately.
- Report all carpet stains, floor spills or other building damage immediately so the supervisor can submit a work order.
- Elevators may not be used as a storage area.

Event Teardown

All of the above plus

- Separate linen and all cardboard from garbage
- Food waste must be placed in heavy duty plastic garbage bags.
- All bags must be sealed before leaving kitchen or dining area.
- Do not place warm food into plastic garbage bags.
- Do not drag filled garbage bags across floors.
- Move garbage to the South (Food) Dock dumpster using food service gondola carts.
- All cardboard to be broken down and placed in recycling dumpster.
- Use containers with tight covers, like pickle pails, for liquid waste. Fill only half full then transport carefully through the museum for disposal.
- Do not pour any liquid into museum planters.
- Do not place broken glass in garbage bags. Use separate heavy duty plastic containers instead.
- Be careful not to puncture garbage bags when placing them into the dumpster.
- Grease disposal is done by a contractor. Cover grease with foil. When at room temperature, pour into the 55-gallon drum and secure lid.
- Elevators must be left clean of debris and equipment after the event.

Floral and Decorations: Guidelines for Florists and Third Party Events

Following simple guidelines will create a successful party for you and the client.

- All delivery personnel must report to Security.
- Use of any entrance other than the loading dock is prohibited.
- Delivery persons will be escorted to event location. Call Events and Food Service Operations for assistance.
- No floral preparations may be done on premises (unless internal event).
- Only plants grown in sterilized soil are allowed in the museum.
- Flameless tea lights are preferable. Votive candles may be used in glass containers only. Candles are not allowed in any room other than those authorized for food service. Tapers, if approved for a special event, must have the flame covered, and be in a stable candleholder.
- All flowers and floral accessories must be removed the night of the event. A property pass will be granted for proper removal from the museum.
- The DIA will not be held responsible for any floral items brought into the museum or left following an event.