

College Student Event Policy

Event Logistics

Décor and Event Elements

All décor and event elements must be pre-approved by your Exploratorium contact. It is the responsibility of the adult coordinator to see that all décor brought into the museum is removed immediately after the event.

Lighting

Exploratorium includes in-house gallery lighting packages in the space rented for the event. Our lighting cannot be positioned or moved in any way. We often will still suggest a lighting vendor be brought in for specific food and beverage lighting, pin spots, pattern washes, etc.

Arrival and Departure

Entrance and Exit

The designated entrance for your rented gallery or galleries serves as the only entrance and exit throughout the evening. No re-entry is allowed once a student has departed the event.

Student Parking and Limousine Loading

Guests arriving in limousines and shuttles must be dropped off in the white zone in front of Pier 17. Individual cars and taxis may drop off guests in the Pier 15 white zone. The white zones are for loading and unloading only; these are no stopping zones. Parking is available at nearby paid lots on the Embarcadero or at local metered spaces. Please be advised that there is no parking after 12:00 AM at the metered parking on the Embarcadero due to street cleaning. All guests must depart promptly at the conclusion of the event. Loitering is not permitted in parking areas.

Supervision and Security

Event Planner

A third party event planner is required. If you foresee issues with this requirement, please let your event manager know ASAP.

Adult Coordinator

An adult coordinator must serve as the main contact to the Exploratorium on behalf of the school or prom committee. The adult coordinator should have the authority to hold students accountable for their actions in the facility. The adult coordinator is required to meet with an Exploratorium contact on-site prior to the event to complete a walkthrough. They must also be on-site the evening of the event, at least a half-hour prior to event start time until the end of clean up.

This document is the Event Policy document contemplated by the Event Rental Agreement ("Agreement"). If there is any conflict between this document and the Agreement, the Agreement will control. Capitalized terms used in this policy and not otherwise defined have the meanings given them in the Agreement.

Security Guards

The museum provides three security guards to protect the integrity of the facility, one guard in the security camera room, one rover of the Pier 15/17 campus, and one guard at Pier 17 for load-in logistics. Exploratorium and its representatives reserve the right to confiscate alcohol and any illicit substances from underage attendees. However, please note the responsibility of the Exploratorium security guards is to protect the building and not to play an active role in personal security for event attendees.

Third Party Security

Hired Security is required. They will counsel you in the number of security guards necessary for your event. A security representative is required to meet with a member of Exploratorium and complete a walkthrough prior to the event. They can provide male and female guards for visual inspections of guests and their belongings at check-in. Please note that your security may not carry weapons, including registered and licensed firearms. Please address additional security requests directly with your hired security company.

Security vendors who have worked at the Exploratorium include:

[Allied Event Staffing and Services](#)

Tina Rose / Office Manager
tina3allied.e.s.a.s@gmail.com
T: 800.440.1989

[Admiral Security Services, Inc.](#)

Kay Rowell
operations@admiralss.com
T: 888.471.1128

Police Officers

Schools can invite campus off-duty police in addition to hired police officers. However, weapons are not permitted, including registered and licensed firearms.

Student Conduct

Prohibited Action

Shoes are to remain on at all time. Students can bring an extra pair of shoes for walking and/or dancing during prom. Crowd surfing is not allowed at anytime.

Event Scheduling and Conditions

Availability

The standard evening rental contract is 5:30 PM to 12:30 AM, which includes the setup, event, and strike. The standard daytime open hours' contract is a 5-hour half-day or an 8-hour

full day contract between 8:00 AM and 4:00 PM. Additional hours are often available for an additional cost.

Types of Events

The Exploratorium's mission is to create a culture of learning through innovative environments, programs, and tools that help people nurture their curiosity about the world around them.

Because the Exploratorium is a not-for-profit, private institution, and its mission extends to its public policies, the following types of events are not allowed:

1. Events advertised to the general public
2. Events where entrance requires advance or on-site ticket purchase to the general public
3. Political events or celebrations, including rallies
4. Fundraising events that do not follow the Fundraising Policy

Concurrent Events

For any events that are not full-facility rentals, the Exploratorium reserves the right to book concurrent events in any galleries not included in the Agreement. The Exploratorium will work to avoid conflicts when there is more than one event scheduled in the museum.

Exploratorium Staff

Event Staff

We provide an event coordinator, operations technician, and "Explainers" for all gallery rental events. Our docents, called Explainers, facilitate guest interactions with exhibits. The event coordinator will assist you with logistics during load-in/out and will approve the satisfactory cleanup of food and beverage stations and décor following your event. The operations technician will be on hand to help with power and other facility-related needs.

Museum Staff

The Exploratorium will provide staff to keep exhibits functional, operating and available to the guests; staff members at the entrance; staff on hand to advise and locate facilities for Client during set-up and clean-up time; staff on hand to supervise fire safety precautions, medical emergencies and matters connected with normal function of the museum; and to provide minor electrical assistance for the set-up, if needed.

Exploratorium Approvals

Logistics Plan

The Exploratorium must approve specific plans involving event timelines, caterers, musicians, florists, and all décor, including sound, plants, and lighting schemes. Approval must also be given for positioning of tables, bars, musicians, etc., and any special needs that the Client may have. All requests for planning must be received by the Exploratorium by no later than 3 weeks prior to the event. Please note that plans requiring permits from the Port of San Francisco may require a longer lead time.

Exhibit Moves

We feel that the value of an event experience at the Exploratorium lies in the integrity of our exhibits. Many of our exhibits are delicately balanced, difficult to move, or permanently placed. For these reasons, we are hesitant to move our exhibits and are only able to relocate select

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exhibits to accommodate event layouts. Your Exploratorium contact will be happy to identify which exhibits in your gallery are considered moveable. Nothing should be taped, tied, nailed or otherwise attached to or in front of the exhibits, graphics, walls, floor, or furniture.

The temporary exhibit schedule is available upon request and may be adjusted by the Exploratorium at any time without advance notice. The Exploratorium considers its machine shop, new media lab and life sciences lab to be working exhibits and the presence of staff performing their jobs during the event is possible. The Exploratorium anticipates there will be no interference with the event.

Food and Beverages

Caterers

The Exploratorium requires the use of approved caterers for all events. No outside caterers may be used. The approved food and beverage caterers offer a variety of menus and price ranges. Each caterer is familiar with our venue, policies and procedures, and carries our required insurance, health permits, and liquor liability insurance.

Alcohol Policy

The Exploratorium's list of approved caterers includes those offering beverage service options. Any alcohol must be poured by a licensed, insured bartender. Although a bartending service will manage the distribution of alcohol, the Client is ultimately responsible for the safety of all its invitees, guests, agents, or subcontractors, including for the distribution of alcohol. Absolutely no alcohol may be served to minors. The Exploratorium reserves the right to confiscate alcohol and any illegal substances from underage attendees and contact the appropriate authorities if deemed necessary.

Drop Off Orders for Daytime Events

You are welcome to bring food with you or arrange in advance to have food delivered to the Exploratorium. When having food delivered, please place the order prior to the date of the event. We would appreciate it if you can also email a confirmation of the order to your Exploratorium contact, so we may be prepared for the delivery. Plan to meet the delivery person at the Front Desk. Exploratorium staff are unable to accept deliveries on your behalf. Exploratorium does not have a refrigerator available for event use. Please plan to bring an ice chest to keep things cool. If bringing a cooler, keep in mind that we cannot store coolers or perishable items once your event has concluded. Alcoholic beverages are not permitted with drop off orders.

Parking and Transportation

Parking

There is ample parking available for guests in nearby unaffiliated paid parking lots. Please note that there is no parking after 12:00am at the metered parking on The Embarcadero. Client is responsible for checking parking availability.

Transportation

Client or guests, not Exploratorium, will be responsible for arranging transportation. For bus transportation, please inquire with your Exploratorium contact for the approved bus route and drop off locations.

Client-provided Personnel

On-site Representatives

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Client will ensure that one of its representatives will remain on site at all times during the event, from set-up to the end of clean-up. An Exploratorium representative will also be on site during that period.

Medical Personnel

For groups of 1,800 or more Client must provide a medical van on-site

Event Set-up

Deliveries

Deliveries may be made no earlier than the day of the event, unless previously arranged with the Exploratorium. Deliveries must be stored in the catering space provided. Exploratorium can accept, but not unload, unpack, check or count any supplies or equipment delivered. Exploratorium will store deliveries from time of drop off to time of pick up, subject to space availability. Exploratorium cannot store large boxes or equipment.

Signage

All signage must be free standing. Client may not hang signage or other props from the roof of Exploratorium. Client may not place its own signage with logos outside the museum.

Decorations

Client will be responsible for setting up all decorations, rental equipment, tables and chairs, and other items. Client will ensure that all exits remain clear at all times and all emergency exit signs are not obstructed from view. No nails, staples, tape or any form of adhesives may be used on walls, floors, or any other parts of Exploratorium. Client will comply and is responsible for ensuring that its vendors and guests comply, with these guidelines.

Decorations that are **not** permitted include:

- Helium Balloons
- Flower petals
- Fog or Haze Machines
- Glitter
- Confetti
- Feather Boas
- Rice (throwing)
- Stickers

Cleanup and Load-out

Cleanup

Client will complete all clean-up activities by the clean-up end time set out in the Agreement or incur additional fees. Client must vacate and return the event rental area to its initial condition. The event rental area and event prep areas should be bussed for stray plates, glasses, etc. All debris and garbage should be bagged and removed from the premises. Caterers are to provide cleaning materials and must supply extra trash and recycling containers. Any food or liquids on the floor must be swept or mopped up. All trash, recycling, compost (including flowers, decor, etc.) must be removed from the premises on the night of the event.

Cleanup is subject to the approval of the event coordinator. After an event, we ask that the catering wrap-up crew be out promptly so we can secure the building.

Load-Out

Client will take down and remove all items brought into the Exploratorium by Client. All decorations, promotional materials, supplies, décor, etc., must be removed immediately following the event. There will be a charge for equipment that is not removed from the Exploratorium post-event. Exploratorium is not responsible for any materials left behind as provided in the Agreement. If Client or catering teams go past the contracted load out time, Client will be charged additional hours as provided in the Agreement.

Equipment Return

Client will return to the Exploratorium any equipment supplied by the Exploratorium in the condition in which the Exploratorium made it available. Client will be responsible for shipment and return of any equipment it brought into the Exploratorium.

Add-on Equipment

Power

Galleries (Central, East, and Observatory) contain company switches, which are available for additional event power. Company switches require special tie-in cables and may only be used by approved lighting or AV vendors. Tie in cables are available for an additional fee, please refer to the [Add-On Sheet](#).

All vendors must notify the Exploratorium of their power needs prior to the event. While we can accommodate most requests, we may ask that you provide a generator. The museum does not provide extension cords or other equipment, and we require that any cables on the floor be safely covered and taped using gaffers tape.

Music/Sound

All entertainment, stage, and speaker placement must be approved by the Exploratorium at least 3 weeks prior to the event. Any amplified music is subject to volume control at the discretion of the event coordinator. Please refer to the Agreement for music licensing information. Sound systems are available in select galleries. Please refer to the [Add-On Sheet](#).

Internet

Basic wireless access is provided free of charge. The speed of this network is constrained to give priority to our private wired and wireless networks. A private wired connection can be arranged for \$1,000 for the duration of the event. The bandwidth is unmetered and is up to 100 Mbits/s upload and download. This will suffice for an HD streaming application generally, to a third party stream provider, like Livecast or uCast. A private wireless connection can be arranged in advance with Exploratorium for an additional charge, please refer to the [Add-On Sheet](#).

Other Available Spaces

Museum Admission for Daytime Events

Guests may visit the museum floor before or after the daytime event, during open hours, generally from 10:00 AM to 5:00 PM Wednesdays through Sundays. Summer hours and holidays may also include open Mondays and Tuesdays. Evening events do not include daytime admission.

Museum Admission for Thursday Evening Events

Guests may visit the museum floor before or after the event, during After Dark open hours from 6:00 PM to 10:00 PM on Thursday nights.

Tactile Dome

The Tactile Dome can be reserved for evening events that include the West Gallery. Please inquire with the Exploratorium for availability and refer to the [Add-On Sheet](#). If booking your event within 3 months, the Tactile Dome could already be reserved for other guests.

Museum Stores

The Exploratorium has two museum stores that are generally closed during your closed-hours evening event, unless contracted to be open. The large store is along the Embarcadero and the small store is in the Crossroads (part of the Central Gallery rental). Please refer to the [Add-On Sheet](#) for pricing.

Café Area

SeaGlass Restaurant and Seismic Joint Cafe are private concessions owned and operated by Curiosity Catering. Either of these spaces could be concurrently rented during your event. Use of these areas as part of your event must be arranged directly through the Exploratorium. Please be advised that use of the sink, counters, and kitchen area by other caterers is not permitted.

Port Activities and Permits

Ship Berthing on East End of Pier

The Exploratorium at Pier 15 is located on Port of San Francisco property in the midst of the maritime operations of the city. As such, the Port of San Francisco reserves the right to berth vessels on the east apron of the piers. In the event that the Port of San Francisco assigns a Navy vessel to berth on the east end of the pier, the Port of San Francisco reserves the right to close all access to the East Apron and limited portions of the Pier 15 South Apron. While such berthing's are a relatively rare occurrence, please note that events will proceed as scheduled with normal cancellation penalties in place. Options to buy out the ship berthing are available with approval. Please reach out to the Exploratorium and reference the [Add-On Sheet](#).

Port and Fire Permits

Client may need to acquire fire or port permits in accordance with the Agreement. Please discuss any exterior event plans with the Exploratorium to determine whether a special event permits will be required and please consult the Port's permit website for additional information on permits - <https://sfport.com/permit-services-faqs>.

Insurance Requirements

General

The Exploratorium requires certificates of insurance from the client, caterers, and all vendors that evidence the following coverages:

- \$1,000,000 General Liability
- \$1,000,000 Automobile Liability
- \$5,000,000 Umbrella Liability (Client and Caterer Only)
- \$1,000,000 Workers Compensation

Client will notify Exploratorium immediately of any cancellation or changes in such coverage before the date of the Event.

Beverage Services

In the event that the client, its caterer, or any other vendor uses a beverage service, the beverage service must carry comprehensive general liability insurance, including liquor liability with a limit of liability not less than \$1,000,000, and the Client or caterer must carry host liquor liability coverage as a part of its general liability insurance.

Insurance Certificates

The Exploratorium, The City and County of San Francisco, The San Francisco Port Commission and Their Officers, Agents, Employees and Representatives should be listed under the Description of Operations as additional insured with (the client or vendor's insurance) to be:

- primary and non-contributory
- include the additional insured endorsement
- include the waiver of subrogation

The Certificate Holder should list: "Exploratorium, Pier 15/Pier 17, San Francisco CA94111"

Certificates of insurance should either refer to the specific event date or include the following description: "This additional insured coverage applies to any and all events held at the Exploratorium."

Please ensure you also provide the Endorsement Pages with all certificates.

Certificates of insurance can be sent to Amy Adkins, Director of Museum Rentals, via regular mail to: The Exploratorium, Piers 17, Suite 100, San Francisco, CA94111, by email to events@exploratorium.edu

All insurance certificates must be received at least three weeks in advance of the event.

Fundraising Policy

Fundraising Restrictions

Fundraisers are events where guests contribute monies on an optional basis or are solicited after the event. Please note our fundraising restrictions:

- No political fundraising is permitted.
- No on-site ticket sales are allowed.
- All funds must be secured by the organization in advance or after the event.
- Fundraisers may be held only during certain times of the year.

Promotional Policies

Promotional materials for fundraisers, including electronic and paper invitations, flyers, newsletters, etc., must be approved by the Exploratorium.

- Marketing for the event must be through the organization's communication channels and cannot include advertising to the general public.
- Promotional materials must include the following statement: "The Exploratorium is not a sponsor or beneficiary of this event."
- When seeking in-kind donations, organization must disclose to the donor that Exploratorium is not a beneficiary of their donation.

It is important to the Exploratorium that all visitors, including attendees of a non-profit rental, have an understanding of the Exploratorium's mission. Consequently, the Exploratorium will work with any non-profit rental to provide attendees with a membership brochure. This can take the form of placing brochures within event gift bags, at table settings, or other distribution methods that are approved by the Exploratorium.