AEIVA Facility Rental Policies for All Events

The Abroms-Engel Institute for the Visual Arts (AEIVA) is a beautiful UAB facility that houses the Art and Art History department and 3 University galleries, along with a lecture hall and atrium. The lecture hall holds up to 64 seats comfortably with an additional 36 chairs that can span out into the lobby area. The atrium/lobby area can accommodate up to 100 individuals in a standing capacity with catering tables and hi-boys scattered around.

Please use the link on the AEIVA website, www.uab.edu/cas/aeiva/contact/reserve-space, to request a reservation for your event in the AEIVA Lecture Hall and/or Lobby.

The following types of events are not permitted at the AEIVA: fundraisers for entities outside UAB, political events, religious events, live or silent auctions, commercial/promotional events, and events where entrance requires the advance or on-site purchase of a ticket, i.e. ticketed performances or events advertised to the general public.

All catering, tables and chairs will need to be rented or provided by the entity booking the space. There is a catering area for use with a worktable, warming cabinet, sink, icemaker, freezer and refrigerator. All cleanups are the responsibility of the hosting entity.

All food and drink should be provided by a catering company of the renter’s choice. The renter is responsible for all set-up and cleanup for their event. Food and drinks are prohibited in ALL of the galleries.

Setup for private events can begin at 9am on the day of the event, earlier times may be requested in special circumstances. The setup and dismantling of decorations should not disrupt the public use of the facility. Vendors and/or clients must bring their own equipment (ladders, rolling carts, extension cords, etc.), as the AEIVA does not provide this equipment. Vendors and/or clients are responsible for removing all decorations and equipment from the premises at the conclusion of the event. The AEIVA maintenance staff will clean the facility once all decorations have been removed.

Please review your decoration plans with the program coordinator.

At no time are the gallery areas to be altered or disturbed in any way that might prove harmful to the galleries or its collections.

Walls are not to be touched with decorations. Nothing can be taped, nailed, or pinned into walls. Nor can there be any decorations suspended from the track lighting systems. All decorations must be free standing.
The following items are not allowed: candles, sparklers, and smoke machines.

Photography is allowed in the Lecture Hall and Atrium/Lobby area of AEIVA. No flash photography is allowed anywhere in AEIVA. There will be certain shows that will not allow any type of photography. AEIVA reserves the right to refuse photography of any kind in the galleries.

Parking is available behind the building in the UAB student lot 15D. To block off the parking area, at the expense of the event sponsor, please notify the program coordinator two weeks in advance. Should the client wish to hire a valet service, the valet company must contact the program coordinator to establish the proper traffic logistics.

AEIVA does not have its own security and maintenance staff. If security is needed, arrangements may be made with the UAB Police Department or UAB Facilities. If you would like the current exhibition to be open during your event, you may be asked to supply guards to monitor the galleries.

All deliveries should take place on the day of the event. Deliveries must be scheduled with the program coordinator; any unscheduled delivery could possibly be refused. Deliveries must be made through the loading dock unless otherwise cleared with the program coordinator. All materials must be removed from AEIVA at the event’s conclusion.

AEIVA has very limited storage areas. AEIVA will not store any materials overnight and assumes no liability for such items.

Please contact us at (205) 975-6436 if you have further questions.

**RATES: (College of Arts and Sciences units are not charged to use this space.)**

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<tr>
<th></th>
<th>UAB</th>
<th>Non-UAB</th>
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<tbody>
<tr>
<td>9am – 6pm</td>
<td>$300 for a minimum of four hours</td>
<td>$850 for the day</td>
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<tr>
<td>After hours and weekends</td>
<td>$500 for a minimum of four hours</td>
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<tr>
<td>$500 all day</td>
<td>$750 all day</td>
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We can arrange for minimal IT support if needed to connect a presentation to the AV equipment. If more than minimal is required, the rate charged will be $100 per hour.