

Rules for the utilization of the Multipurpose Room and other spaces within the Museo de Las Americas

The Multipurpose Room (MR) will be available for any academic and cultural event (concerts, book presentations, seminars, workshops, conferences), as well as for the use of similarly oriented institutions, among others.

- (1) To reserve the MR and other Museum spaces, a request must be done through a formal written letter addressed to Mrs. Maria Angela Lopez Vilella, the Museum's Executive Director, and sent to **info.museolasamericaspr@gmail.com**, **oficina.museolasamericaspr.@gmail.com** or delivered in person. The use of the MR will be granted according to availability.
- (2) A Museum staff member and the interested party will jointly inspect the requested space before and after the event. Maximum capacity in the MR is at 75 people.
- (3) Prior authorization is required before using cameras for photos, video and/or any other recording device in the MR.
- (4) A laptop with HDMI output is required. It is recommended the presentation format is in: PowerPoint, Canva or Google Slides.
- (5) **Smoking, drinking alcoholic beverages and eating are strictly prohibited in the MR.** People who appear to be under the influence of alcohol and/or any controlled substance will not be allowed inside the MR.
- (6) **Museo de Las Americas is not responsible for any theft or damage to the belongings of the party using the MR or any other Museum facilities.**
- (7) Museo de Las Americas will not be responsible for the financial obligations stemming from the shows/presentations hosted by third parties (be they private or institutions) at the MR. The use of the MR and other Museum spaces is for activities of public interest and not for profit purposes.
- (8) Animals are not allowed; **only certified service animals will be permitted inside.**
- (9) If support from the Museum's staff is needed, the same must be requested beforehand; if the activity will be held during the Museum's non-working hours, the requesting party will be responsible for covering all expenses.
- (10) Failure to comply with these rules will hold the requester responsible for any possible damages, if applicable, and will forfeit the right to make any future reservation and use of the Museum's facilities.

- (11) At the end of the activity, all equipment and lights will be turned off and stored as necessary.
- (12) Museum de Las Americas will request a donation to cover staff expenses and maintenance of the MR.
- (13) Prior to the activity, a **Certificate of Public Responsibility and a Hold Harmless Agreement** will be required in the sum of **\$1,000,000,00** to the order of the Museo de Las Americas and its Board of Directors.

***The Museum reserves the right of admission.**

For more information:
787-724-5052

