



Scheduling a Special Event  
at the  
Herrett Center

**HERRETT CENTER FOR ARTS & SCIENCE**  
on the Campus of

**College of Southern Idaho**  
**315 Falls Avenue - P O Box 1238**  
**Twin Falls ID 83303-1238**  
**<http://herrett.csi.edu>**

**Events & Academic Coordinator ~ Cari Eskridge**  
PHONE (208) 732-6657 FAX (208)736-4712  
[CEskridge@csi.edu](mailto:CEskridge@csi.edu)

## **HERRETT CENTER FOR ARTS & SCIENCE SCHEDULING A SPECIAL EVENT**

The College of Southern Idaho welcomes use of the Herrett Center, Faulkner Planetarium, Centennial Observatory, Rick Allen Room and Frost/Eccles Library for community events. The facility and equipment are available for fees that cover operational and maintenance costs and are thus competitive with other event venues in the community.

The primary mission of the Center is to offer educational programs to the community, so special events cannot compete with regular Herrett programs. Use of the facility is predicated on the fact that the Herrett is a science center and museum with irreplaceable collections and expensive equipment. Preference for use of the Herrett Center will be given to CSI programs or events of an educational nature. If otherwise available, this facility may be rented for private and corporate events.

**USAGE:** The Herrett Center is very different than most venues elsewhere on the CSI campus or in the Twin Falls community. Due to the design of the facility, it is not possible to restrict access to the galleries during special events. This means the building must be treated as a museum at all times. Many of the objects on exhibit are irreplaceable; some are on loan from other individuals and institutions. Therefore, we are forced to exercise caution with the types of events we schedule in the Herrett facility. Because of the value of the objects on exhibit, expensive equipment, and presence of exotic live animals, we absolutely must have properly trained staff on hand for every event. And, depending on the current items on display, each event requires different considerations for insurance, safety, and security.

The Rick Allen Room was not meant for or equipped to handle extraordinarily large and boisterous crowds. For instance, the floor was not designed for dancing. The sound system was designed for low key "background" music and as a perfunctory enhancement to audio visual equipment, not for professional grade "DJ" type uses. There are very strict limitations on the kinds of decorations and their application in the room. No pins, nails, tape or any other fastening devices are allowed on the walls. All decoration or display items must be free standing and self supported. This significantly limits decorating options. In addition, many food and beverage items are restricted due to the potential for damage to the room, its furnishings and equipment.

**FEES:** Rental fees for use of the Herrett Center cover basic operating expenses. If we do not charge fees for special events, the Herrett spends funds otherwise earmarked for museum operations such as providing new exhibits and planetarium programs.

CSI Departments receive a 50% discount on ROOM rental fees. This is appropriate given the unique aspects of the Herrett facility. We trust departments will not take advantage of this discount except where an event is strictly departmental, not just department related.

There are many worthy causes that ask for free or discounted rates based on their non-profit or governmental status. We tell them all the same – the fees are non-negotiable.

We hope your use of our facility is an enjoyable experience. When you are here, please take a moment to view our donor walls that acknowledge the local citizens whose contributions made this facility possible.

Teri L. Fattig, Director  
Herrett Center for Arts & Science

# HERRETT CENTER FOR ARTS & SCIENCE

## GENERAL DESCRIPTION

### FACILITY DESCRIPTION

The Herrett Center consists of a museum, planetarium, observatory, library, gift store, and a banquet/conference room. The facility includes well-maintained grounds, ample parking, and is handicap accessible. Additional information is available on our website <http://herrett.csi.edu/>

### THE HERRETT MUSEUM

The museum has five anthropological/natural science galleries and one art gallery. Collections consist of: Pre-Columbian and contemporary artifacts from the Americas; pre-historic and historic artifacts from Europe and North America; natural science specimens from North America and Mexico; and contemporary art from North America.

### FAULKNER PLANETARIUM

The planetarium can be scheduled for special events at times other than our regularly scheduled public and school shows. We offer a variety of planetarium shows. Contact the Special Events Coordinator for a current list. The maximum capacity of the planetarium is 144 fixed seats.

### CENTENNIAL OBSERVATORY AND STARGAZER'S DECK

These facilities are not heated and use is dependent on weather. The observatory features one of the world's largest (24-inch) fully handicapped-accessible public telescopes. Maximum capacity of the observatory is 12 and seating is not available. The Stargazer's Deck has a nice view of a large portion of Magic Valley. It can be used for outdoor events. Maximum seating on the Stargazer's Deck is 48 people at tables.

### FROST & ECCLES LEARNING LAB

The Frost & Eccles Learning Lab is available for small group meetings and special events. Maximum seating capacity for this room is 50 chairs in auditorium layout, 32 chairs 8-foot rectangular tables in classroom layout, 24 chairs with 4 5-foot round table in a banquet layout.

### RICK ALLEN ROOM

This 50 x 58 foot multi-purpose room, with a view of the eastern part of the CSI campus, has a 25 x 45 foot patio on its South side for outdoor receptions or entertainment. The maximum capacity of this room is 240 chairs arranged auditorium style or 176 chairs arranged for dining at twenty two 5-foot round tables. The space can also accommodate 144 with a classroom-style layout. A kitchenette is equipped with countertop, sink, refrigerator, microwave, and ice maker.

### POLICIES & RESTRICTIONS

There are restrictions for use of the facility during normally closed hours because of the nature of our collections and specialized equipment and the inability to prohibit traffic flow into various exhibit halls. Events with loud noise cannot be held if they conflict with scheduled school or group events.

CSI does not permit the use, possession, or serving of alcoholic beverages, narcotics, or drugs in or around any college building or at any event held on campus. Tobacco, hazardous or flammable materials, and literature determined to be in poor taste are prohibited.

### DEPOSITS

The Herrett Center requires a **\$100 deposit** in advance to book an event. Deposit must accompany the reservation unless other arrangements have been made.

### CATERING

Sodexo Catering <https://csiflavours.catertrax.com/>, our on-campus food service provider, has an exclusive contract with CSI and must exercise their right of first refusal before any other food may be served on campus. *For insurance purposes we cannot allow home-made food or drink of any kind.* Menus must be approved, as certain types of food and drink are not allowed in the HCAS. Outdoor cooking may be permitted on the patio. The caterer is required to provide ALL service, including clean-up.

### INSURANCE

Liability insurance in the amount of \$1,000,000 (one million dollars) is required for every non-CSI event booked in the HCAS facility.

## HERRETT CENTER FOR ARTS & SCIENCE FACILITY AND EQUIPMENT RENTAL FEES

### FACILITY FEES

<b>Entire Facility</b> , All Public Rooms	\$1100
<b>Faulkner Planetarium (with show from our available programs)</b>	
Herrett Center Open	Regular ticket prices <b>(\$100 minimum for private show)</b>
Herrett Center Closed	\$900
<b>Rick Allen Room/Kinney Court</b>	
Herrett Center Open	\$400 Half Day (up to 5 hours)
Herrett Center Open	\$500 Full Day (up to 10 hours)
Herrett Center Closed	\$600 Half or Full Day
Weddings or Receptions	\$700 (up to 12 hours)
<i>Additional Hours</i>	<i>\$25 each additional hour after 10 hours</i>
<b>Frost/Eccles Learning Lab</b>	
Herrett Center Open	\$100 Half Day (up to 5 hours)
Herrett Center Open	\$125 Full Day (up to 10 hours)
Herrett Center Closed	\$175 Half or Full Day
<b>CSI Centennial Observatory</b>	
	\$130 First two hours, \$65 each additional hour
<b>Stargazer's Deck</b>	
	\$100 Half Day (up to 5 hours)
	\$150 Full Day (up to 10 hours)

### A/V EQUIPMENT AND OTHER FEES

<b>Tables, chairs, a/v not listed below</b>	No Charge
<b>Rick Allen Room</b>	
Ceiling-Mounted DLP Projector	\$75 per day per projector (2 available)
<b>Frost/Eccles Library</b>	
Ceiling-Mounted LCD Projector	\$75 per day
<b>Portable Staging</b>	
Four 4x8 foot x 18-24" with steps	\$75 per day
<b>Extraordinary Setup, Cleaning, or Late Fees</b>	
	<b>\$50 per hour</b>
<b>Table Linens</b>	
Black Fitted (skirt to floor on 4 sides)	\$7 ea. (1 <sup>st</sup> for registration table complimentary)

Additional fees may be charged for unusual setup requirements, cleaning, or use of the facility beyond the normal operating hours of the Center.

### **Damages**

*Additional fees may be charged for damage to CSI facilities.*

### CSI DISCOUNT

CSI programs and departments receive a 50% discount for **facility** rental.

### FEE WAIVER

The Herrett Center is a non-profit facility. We do not waive rental fees under any circumstances. All fees collected are applied to the maintenance and operation of the facility.

**HERRETT CENTER FOR ARTS & SCIENCE  
AVAILABLE EQUIPMENT**

**TABLES, CHAIRS & STAGING**

240 ea	Padded Chairs
60 ea	Plastic Chairs
30 ea	5' Round Tables (seat up to 8 ea)
1 ea	4' Round Table
2 ea	3' Round Tables
4 ea	10' x 2 ½' Rectangular Tables (mid fold)
36 ea	8' x 2 ½' Rectangular Tables (one w/adjustable height legs)
3 ea	6' x 2 ½' Rectangular Tables
3 ea	5' x 2 ½' Rectangular Tables
2 ea	4' x 2' Rectangular Table

\*\* We can help with arrangements to rent additional tables and chairs from CSI \*\*

4 ea	8' x 4' carpeted stage sections, 16" or 24" height, with steps (\$75 per day rental fee)
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**AUDIO VISUAL**

2 Equipment Carts

Free Standing Podium with self-contained PA system

**Rick Allen Room**

2 Ceiling Mounted DLP (Digital) Projector (\$75 per day/per projector rental fee)

10' wide wall-mounted Screen

DVD, and CDROM Players

Integrated Overhead PA system

Microphones – 2 wired, 2 wireless handheld, 2 wireless lavalier OR lapel mics

Whiteboard w/Flip Chart clip

Flip Charts (\$25 use fee + \$25 for each additional pad of paper used)

**Frost/Eccles Learning Lab**

Ceiling Mounted LCD Projector (\$75 per day rental fee)

DVD, and CDROM Players

**WE DO NOT PROVIDE**

Silverware, Flatware, Coffee Pots, Serving Trays, Bus Tubs, Decorations, Display Cases, Kiosks, Portable Wall Panels, Room Dividers, Specialized Stage Lighting, Portable Lighting, Tablets, Notebooks, Matt Board or other paper products, Pencils or Pens.