

KRUIZENGA ART MUSEUM FACILITY USE POLICY

Thank you for your interest in collaborating with the Kruizenga Art Museum! We are pleased to offer the use of our space for programs compatible with the KAM's mission and the mission of Hope College. Under the following guidelines, the KAM may make its facilities available for use by other Hope College departments, offices, and organizations in order to introduce the museum to new audiences, and to serve museum constituents and the community. These policies were developed to consistently respond to requests to use the facility, and to ensure safety and security of the museum's collection.

- The facilities are allocated first for KAM use.
- Programs and events scheduled at the museum must be related to current exhibitions and events taking place at the KAM.
- Please submit requests within the first two weeks of the semester in which you intend to use the museum space. Requests submitted later will be dependent on open slots in the schedule.
- A representative of the KAM staff must be onsite for the duration of a scheduled event or program. This therefore limits the number of events the museum is able to accommodate each semester.
- The KAM is not typically available for weekend programs, or programs that take place after 8:00pm.
- The final decision regarding any program requests is at the discretion of the Director.



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