

KALAMAZOO INSTITUTE OF ARTS
2025 KIA STANDARD RENTAL RATES:

DAYTIME HOURLY RATE:

Monday-Thursday 8am to 5pm (times references actual event time window)

Auditorium only (capacity: 392 standing , 210 seated)	= \$325 per hour
Lobby only (capacity: 210 standing, 125 seated)	= NA
Auditorium + Lobby	= NA
Auditorium + Lobby + School Commons	= NA

optional Courtyard add on \$500 for up to 4 hours

Friday and Saturday 8am to 5pm (times references actual event time window)

Auditorium only (392 standing capacity, 210 seated)	= \$350 per hour
Lobby only (capacity: 210 standing, 125 seated)	= NA
Auditorium + Lobby	= NA
Auditorium + Lobby + School Commons	= NA

optional Courtyard add on \$500 for up to 4 hours

Sunday 8am to 4pm (times references actual event time window)

Auditorium only (392 standing capacity, 210 seated)	= \$350 per hour
Lobby only (capacity: 210 standing, 125 seated)	= NA
Auditorium + Lobby	= NA
Auditorium + Lobby + School Commons	= NA

optional Courtyard add on \$500 for up to 4 hours

EVENING BLOCK RATE:

Monday-Thursday 5:30pm to 11pm (times references actual event time window)

Auditorium only (capacity: 392 standing , 210 seated)	= \$2,750
Lobby only (capacity: 210 standing, 125 seated)	= \$2,500
Auditorium + Lobby	= \$3,000
Auditorium + Lobby + School Commons	= \$3,250

optional Courtyard add on \$500

Friday and Saturday 5:30pm to 11pm (times references actual event time window)

Auditorium only (392 standing capacity, 210 seated)	= NA
Lobby only (capacity: 210 standing, 125 seated)	= \$3,000
Auditorium + Lobby	= \$3,500
Auditorium + Lobby + School Commons	= \$3,750

optional Courtyard add on \$500

Sunday 4:30pm to 9pm (times references actual event time window)

Auditorium only (392 standing capacity, 210 seated)	= NA
Lobby only (capacity: 210 standing, 125 seated)	= \$3,000
Auditorium + Lobby	= \$3,500
Auditorium + Lobby + School Commons	= \$3,750

optional Courtyard add on \$500

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Details and disclosures:

- **To be eligible to rent the KIA a membership is required.** For individuals the required Membership is at the Patron Level (\$250 annually), businesses require the Contributor Level (\$1,000 annually) and the non-profit partnerships are on a sliding scale dependent on the annual budget size of the organization. Learn more at kiarts.org/join-give
- Evening rentals are at a block rate which includes access to the reserved area(s) for **up to 7 hours on one specified day**. This includes set-up and clean-up for the event. One hour must be reserved after the scheduled end of the event for clean-up and load out. Additional time may be added to rentals at an additional hourly rate.
- Public museum hours are from 11 am to 5 pm Wednesday, Friday and Saturday, 11 am to 8 pm Thursday and noon to 4 pm on Sunday. Private events may begin 30 minutes AFTER public. All events must be concluded by 11pm and clean-up must conclude by midnight.
- Daytime rentals are billed hourly for the full use of space, from set-up through clean-up. A minimum thirty (30) minutes is required at the end of the event for clean-up, 1 hour required if food and drink is served.
- Daytime rentals are reserved with the understanding that all public spaces are shared including but not limited to the Lobby/ main entrance, School Commons, galleries, coat-room, and restrooms.
- The KIA does not currently have a preferred vendor list. Until this list is complete we are open to connecting with the vendors of your choice to ensure that they are a good match for working within a museum setting. Please note: all caterers must show proof of up to date licensing and insurance.
- The KIA does not hold a liquor license, if alcohol is served, licensing would need to be held by the caterer. Alcohol may not be sold and must be distributed within the laws and restrictions of city, county and state ordinances. Alcohol distribution must conclude 30 minutes before the scheduled end of the event.
- The KIA requires renters to carry event liability insurance with an alcohol distribution addendum if alcohol is served.

Some perks!

- Both the South Street and Lovell Parking lots are available for free guest parking on a first come, first serve basis (100+ spaces total).
- Scheduled viewing in the KIA's galleries for your guests is included in rental fees for standard exhibits. Please note: *food and beverages are not allowed in the galleries at any time!*
- Set up of all KIA equipment used is included with the rental rates.
- A limited inventory of KIA equipment is included for possible use with all rentals; 8ft rectangular tables, chairs, projector and screen as well as sound/A.V. capacities in some spaces. A full list of available equipment as well as the KIA's Set-up and Teardown Policies is available upon request.