

The Nat | Teen Event Rules & Regulation | 2023

For the safety of any school dance, Prom, Bar/Bat Mitzvah, Quince, or any Teenage Social Event, we require adhering to the following regulations for the duration of your event with the San Diego Natural History Museum (The Nat). Failure to abide will result in rejected services by the San Diego Natural History Museum.

Event Regulations

- All guests attending must be respectful of the facility, exhibits, and others present.
- The Nat reserves the right to refuse admittance to anyone
- The Nat is not responsible for lost or stolen property
- All vendors selected must be pre-approved by The Nat Special Events Department
- Only registered guests are allowed on the property
- We adhere to a “no re-entry” policy for teens/ students during the duration of the event

Facility Procedures

- All events are subject to a non-refundable \$2,500 cleaning fee.
- A premium will apply to events that require an early closure of The Nat’s regular hours of operation
- No loitering is permitted in The Nat’s parking lot or facility surroundings.
- A full Museum buy-out has a max capacity of 1,800 guest

Set-up and break-down Procedures

- Set-up will begin at a mutually agreed upon time
- Exhibit items may not be moved unless the Special Events Department has given prior permission. Only Museum staff may move exhibit items, furniture, or any other Museum property.

Security & Staffing

- The Museum will provide an appropriate level of security officers determined for each group individually,
- **Clients are required to provide their own security.** Client can contract third-party security company or use its own school security to monitor students, check bags, pat-downs etc.
- There **must** be an adult chaperones/ security (i.e., school admin, teachers, or parents) present on each floor at all emergency exits, main exits, in front of all restrooms, inside all common use restroom areas, and in all exhibit galleries throughout the duration of the event. See maps below.
- A **final walk-through is required prior to opening doors** for the event. Attendance by a main school administrator is required and will be led by the Special Events Manager and Security Manager.
- The Nat **requires** the client/ school to provide a breathalyzer along with staff necessary to conduct a test on site, the day of the event. Client is not required to use it on every student, Museum’s Security or Events Team may request school staff to conduct a test.
- Pat downs and bag checks are recommended but not required.

Food & Beverage Regulations

- No personal beverage containers will be allowed inside the Museum and will be confiscated if found. Alcohol is not permitted in or around The Nat at any time during the event.
- All food & beverage stations must be monitored at all times by a vendor, chaperone or security.

Décor

- All décor items must be approved by the Special Events Department prior to the event.
- All equipment and décor must be removed from the premises immediately after the event. The Nat will not be responsible for any items remaining on the premises.
- Storage and/or removal fees may apply for items not removed in a timely manner.

- All décor and signage must be freestanding. **NO** nails, staples nor tape allowed on any surface, including walls, exhibits, floors or ceilings. Banners, awnings, or promotional school signage may not be placed on the front of the building without permission by the Special Events Department. It is the client's responsibility to provide labor to set-up/install, maintain, and remove all décor and signage.
- **NO** balloons, confetti, glitter, sequins, fake snow, etc. allowed.
- **NO** adhesives (hot glue, spray or others) may be used to attach items to walls, doors, mirrors, etc.
- **NO** smoke or fog machines, sparkler, cold sparklers allowed
- **NO** open flames. All décor items must comply with local fire department regulations
- All additional lighting, both inside and outside the Nat must be approved in advance by the Special Events Department. Outside lighting is subject to the approval of the Balboa Park Administration and the City of San Diego.

Invitations and Printed Materials

- All promotional event-related materials (i.e., save the dates or invitations) where The Nat is mentioned with a logo, must be pre-approved by the Special Events Department. Special Events Department can provide an appropriate logo upon request.
- The Museum's name may be used; however, it must be made clear that The Nat is not sponsoring or hosting the event.