RAFFMA

ROBERT AND FRANCES
FULLERTON MUSEUM OF ART

SPACE
RENTAL
HANDBOOK

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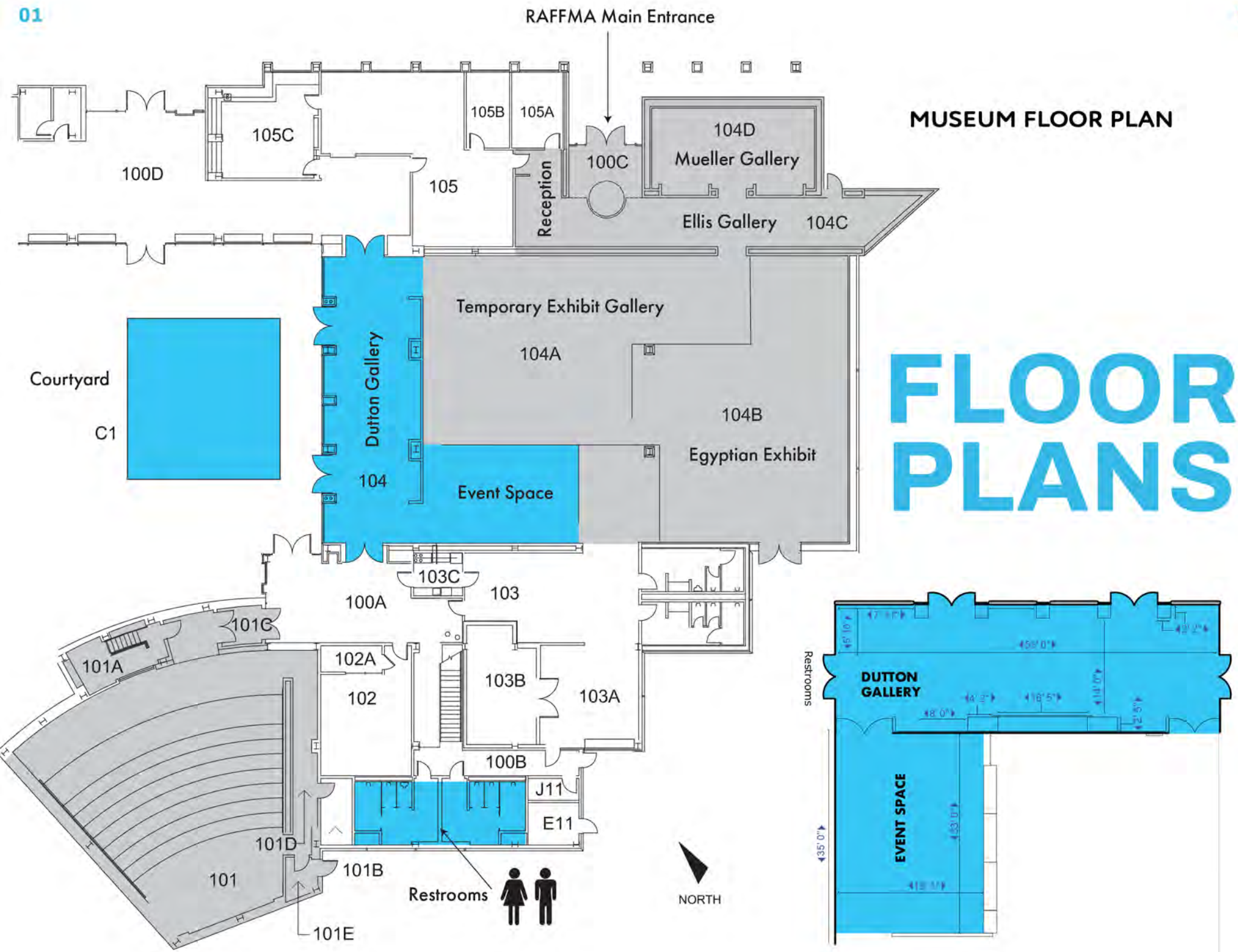
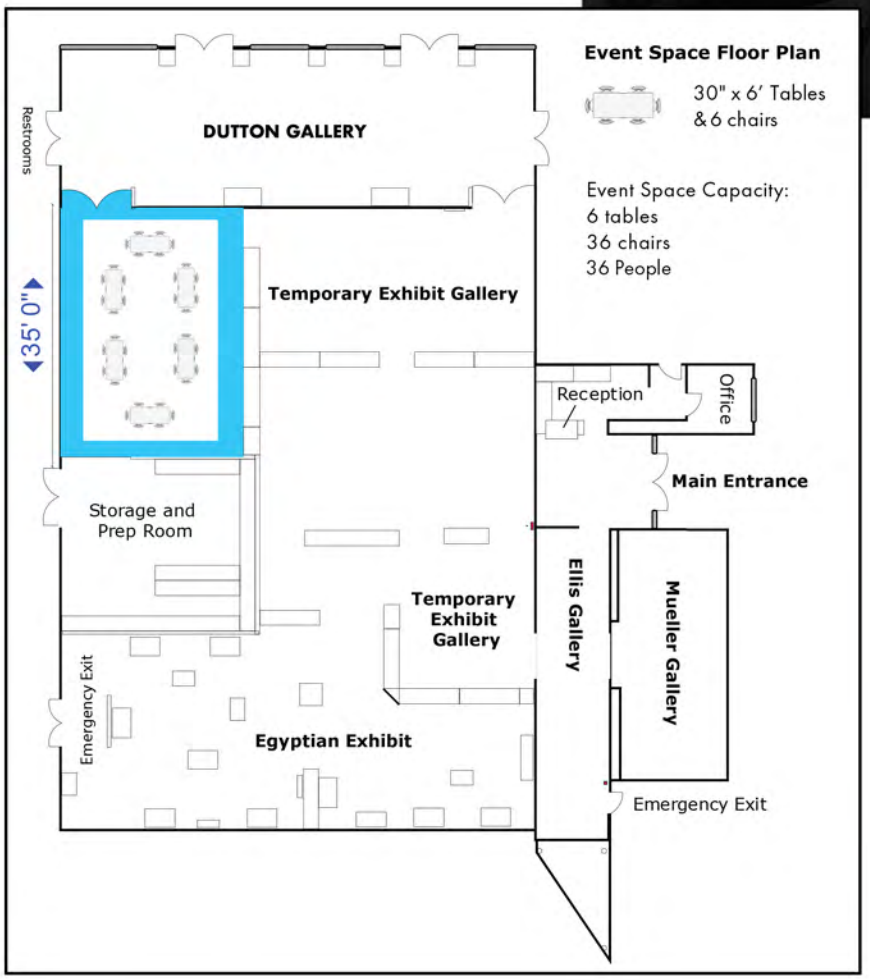
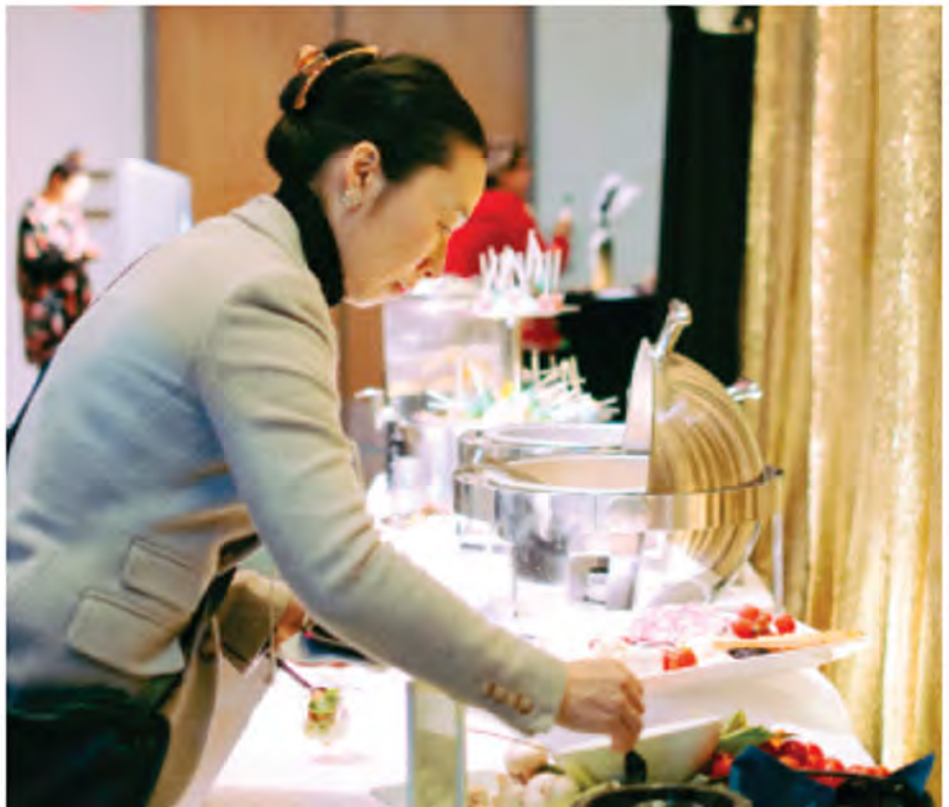
FLOOR PLANS

MUSEUM FLOOR PLAN

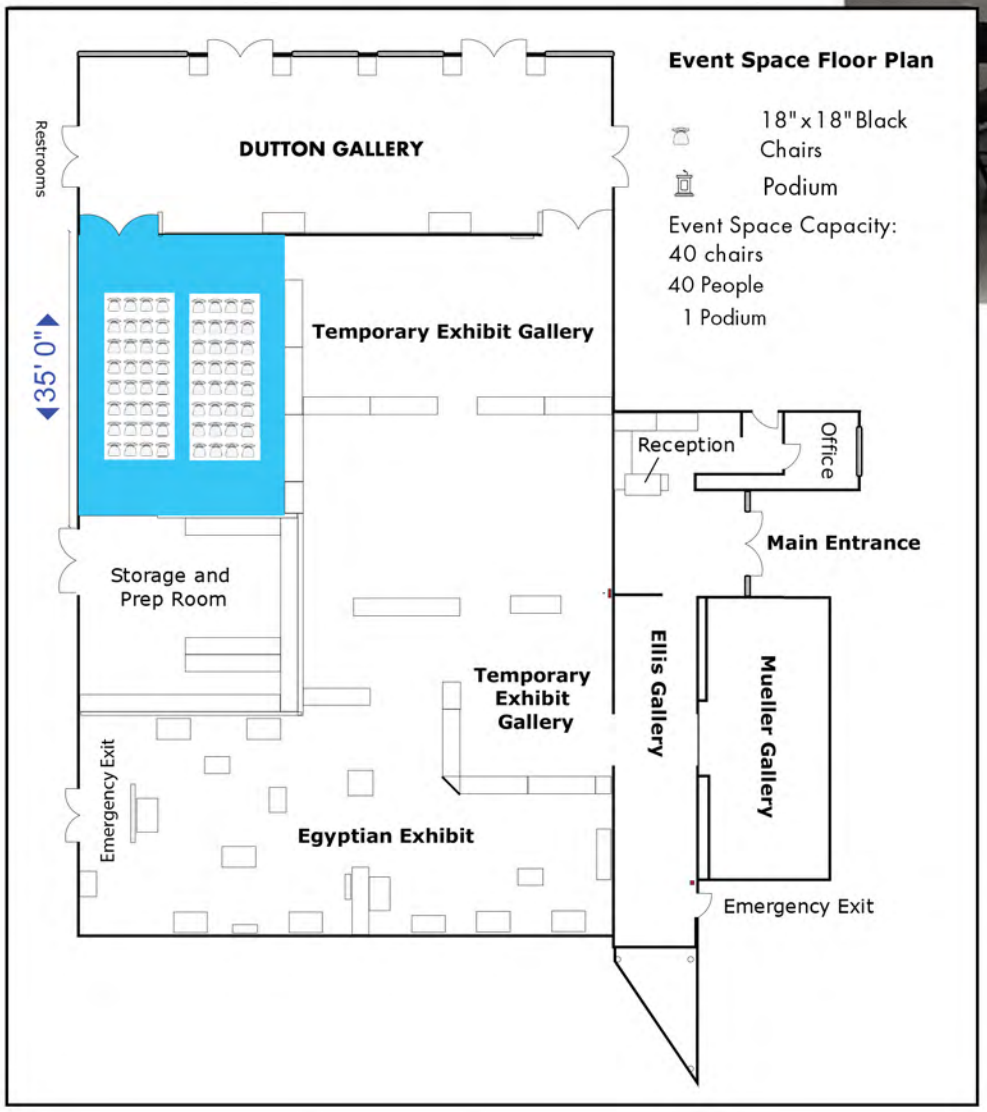


LUNCHEONS


Event Space Floor Plan
30" x 6' Tables
& 6 chairs
Event Space Capacity:
6 tables
36 chairs
36 People
DUTTON GALLERY
Restrooms
Temporary Exhibit Gallery
35'0"
Reception
Office
Main Entrance
Storage and
Prep Room
Temporary
Exhibit
Gallery
Ellis Gallery
Mueller Gallery
Emergency Exit
Egyptian Exhibit
Emergency Exit



LECTURES

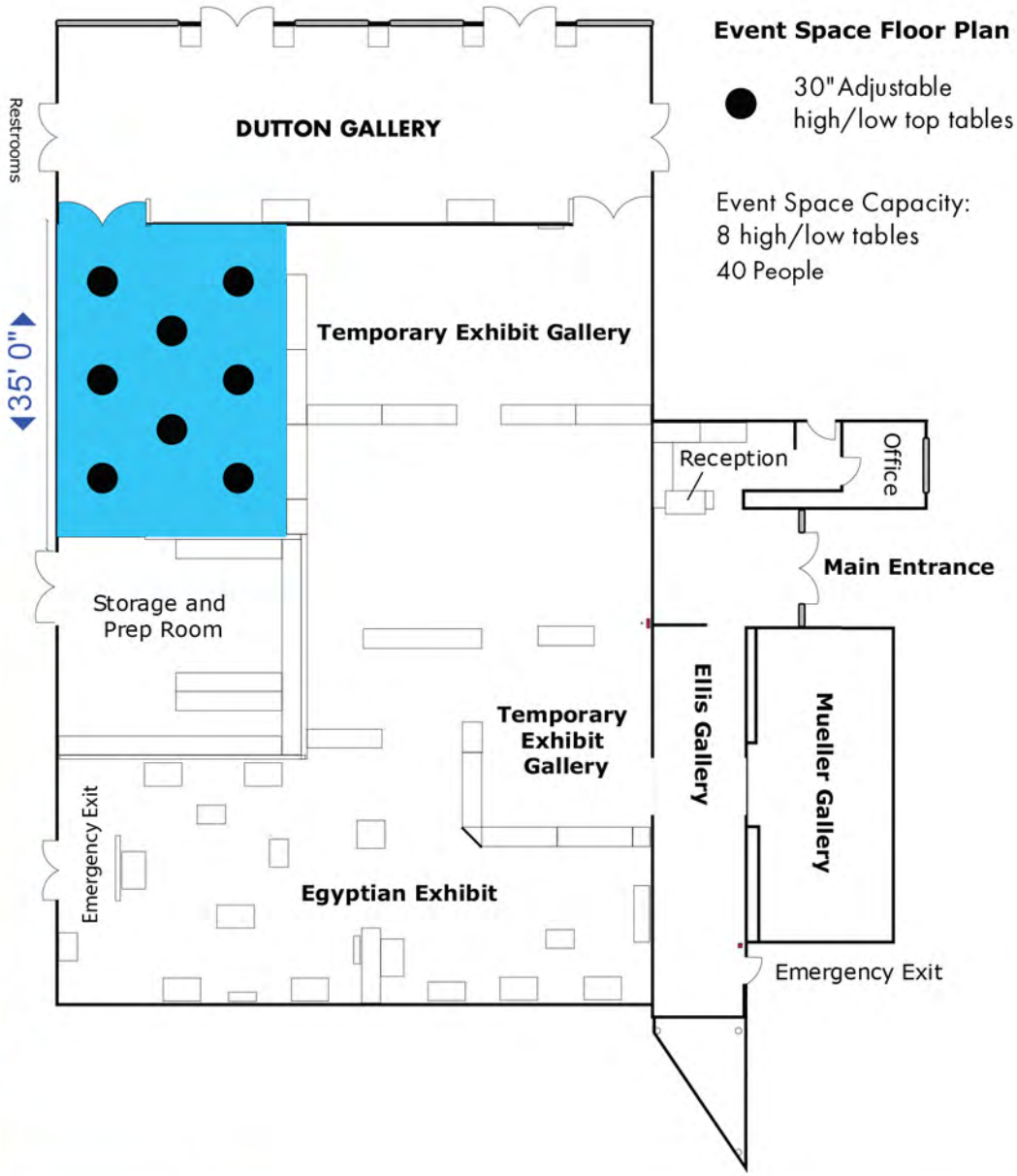

Event Space Floor Plan
18" x 18" Black Chairs
Podium
Event Space Capacity:
40 chairs
40 People
1 Podium
DUTTON GALLERY
Restrooms
35' 0"
Temporary Exhibit Gallery
Reception
Office
Main Entrance
Storage and Prep Room
Ellis Gallery
Mueller Gallery
Temporary Exhibit Gallery
Emergency Exit
Egyptian Exhibit
Emergency Exit

RECEPTIONS

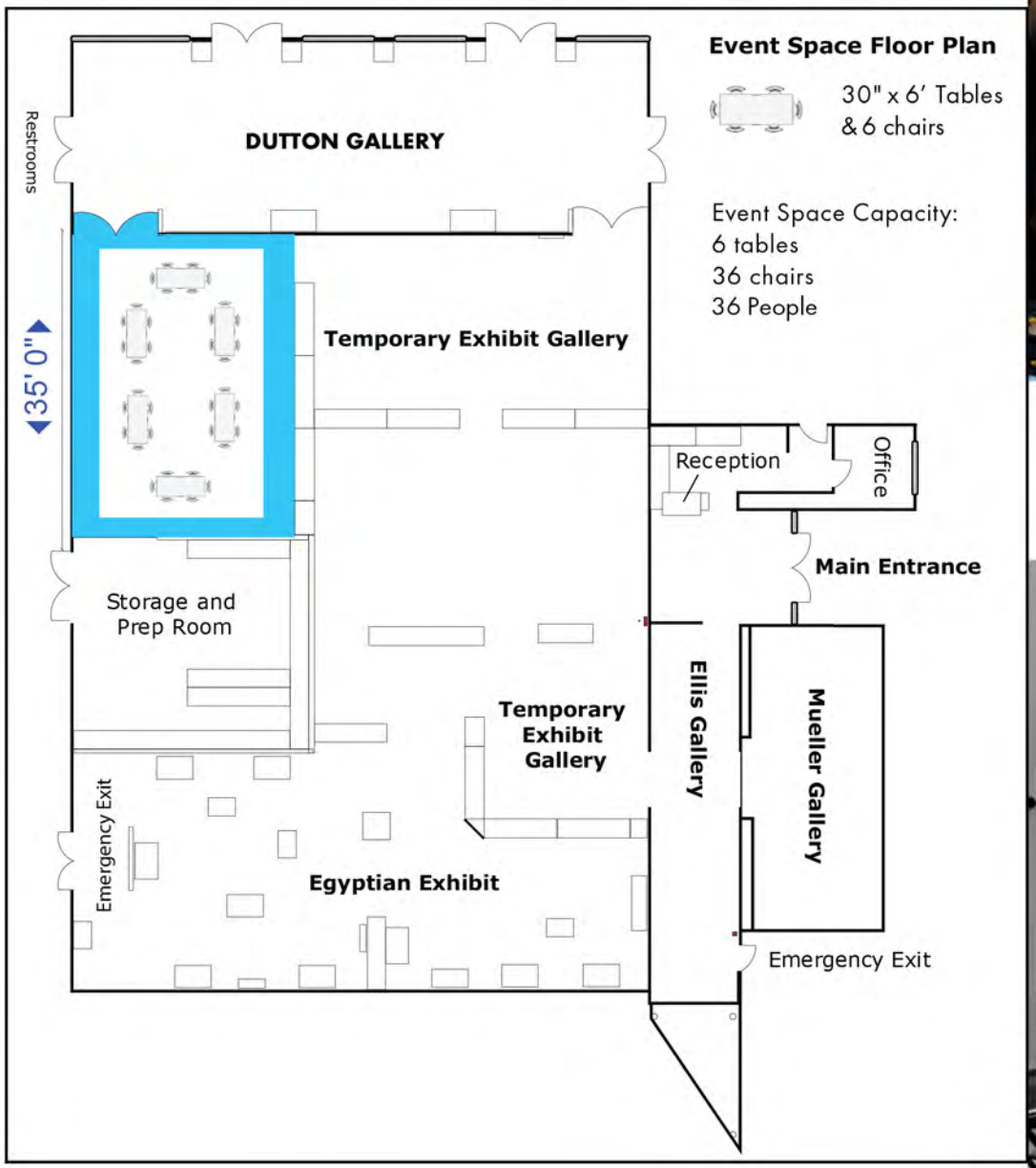
Event Space Floor Plan

● 30" Adjustable high/low top tables

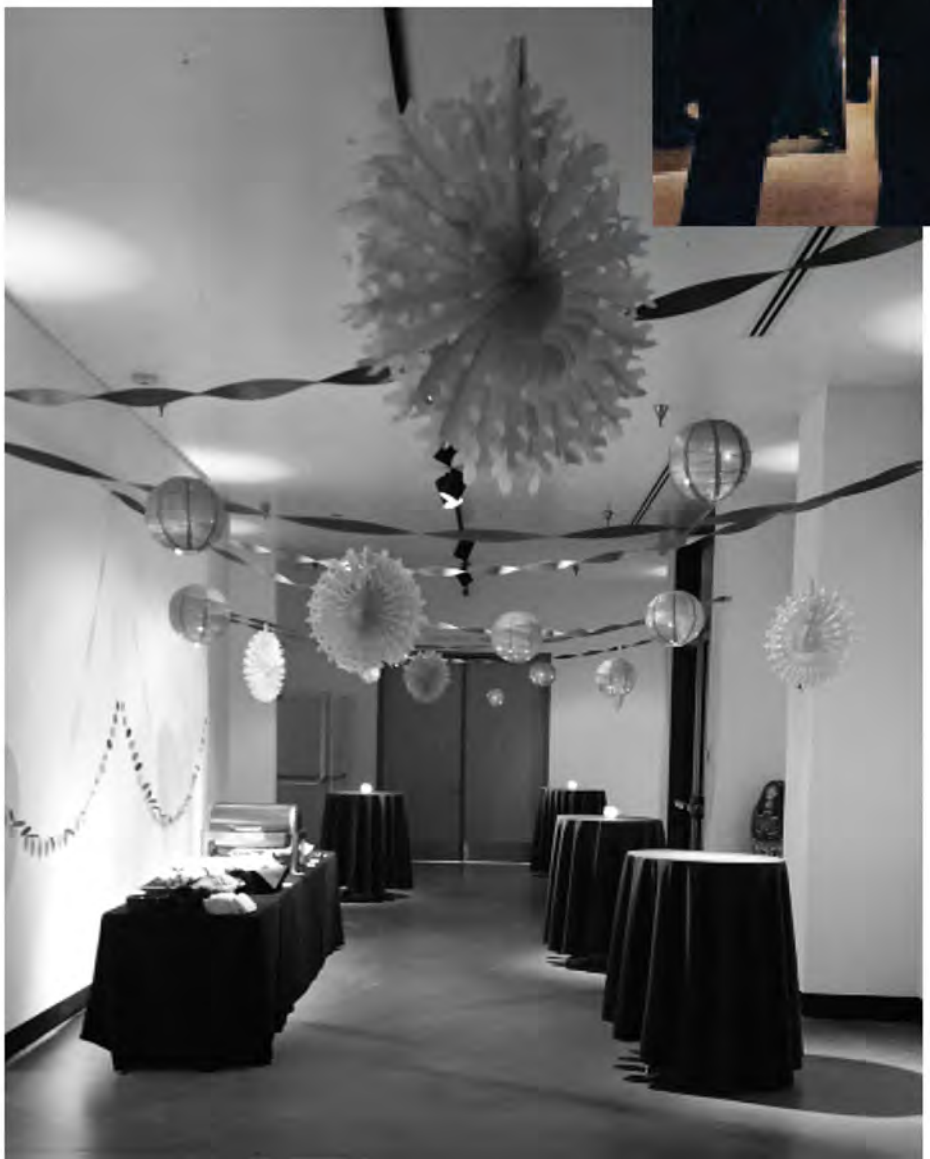
Event Space Capacity:
8 high/low tables
40 People

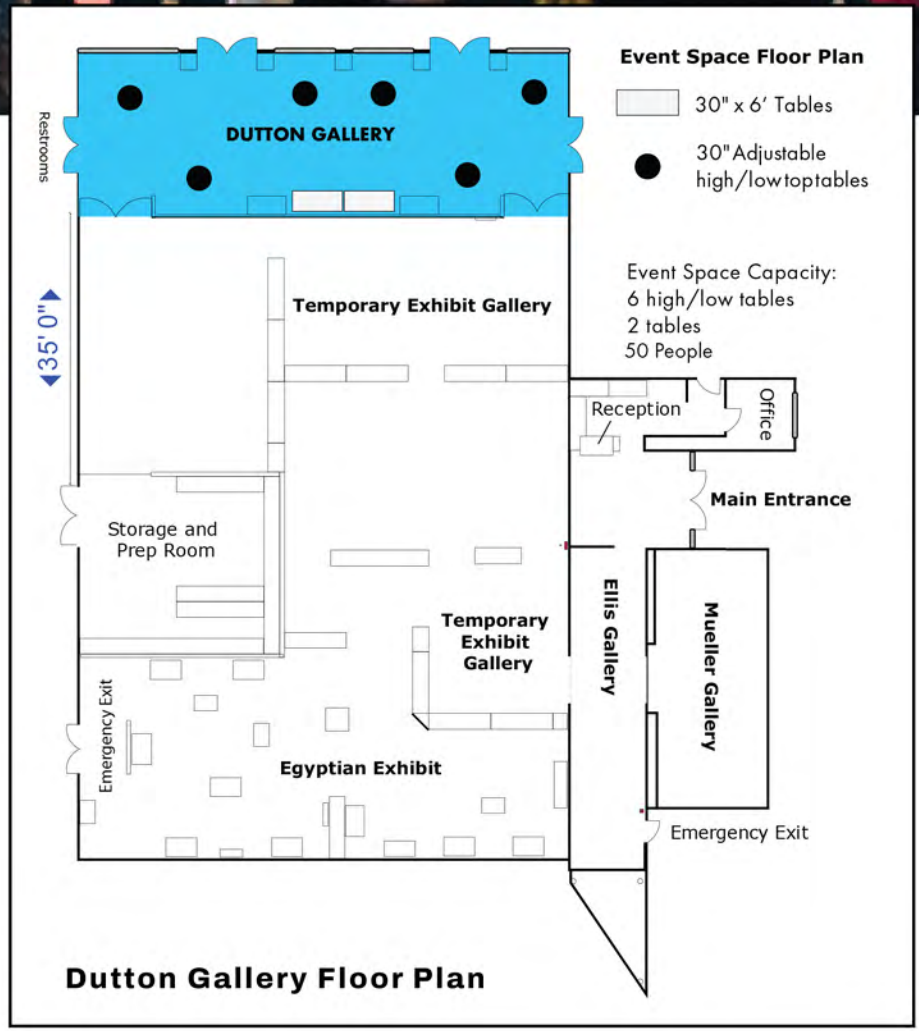


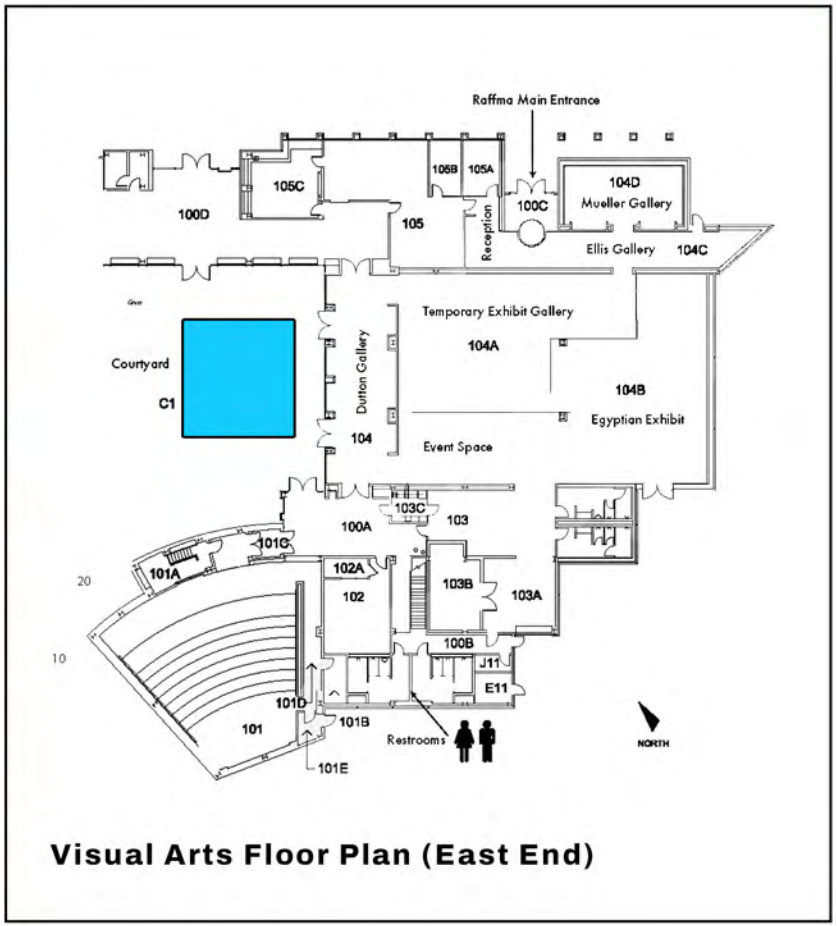
CONT'D RECEPTIONS



CONT'D RECEPTIONS







Visual Arts Floor Plan (East End)

Please note that the Courtyard is a shared space with the Department of Art & Design. Approval from both RAFFMA and Art & Design is required.

COURTYARD

RAFFMA VENUE RENTAL POLICIES AND FEES

Please submit all event applications at least four weeks prior to your event date.

Event Space Rental Fee
The chart below reflects the rental fee per room per hour. Each event includes a complimentary one hour set-up and one hour tear down.

Room	Price/Hour
Event Space	$250.00/hr
Dutton Gallery	$250.00/hr
Courtyard	Please inquire with the museum

Museum Staff Fee
A RAFFMA staff person will be assigned to each event in order to allow event attendees to access the museum. However, museum staff are only responsible for setting up or dismantling RAFFMA furniture for the event. Any additional set-up and tear down is the responsibility of the renter *A RAFFMA staff member must be hired for the duration of the event when it takes place outside regular museum staff hours.

Staff	Price/Hour
Museum Staff	$50.00/hr

Event Set Up & Tear Down
Please be sure a Museum staff is informed of your set up requests and changes, such as catering and/or event scheduling delivery. Staff must be informed of special deliveries to the museum to ensure access to the spaces. A 48-hour notice is preferred; no same day notices.

Renters are responsible for wiping down surfaces, cleaning up, removing trash, and taking all personal belongings. RAFFMA will charge an additional fee if the museum is not left in its preferred condition, and/or events that run longer than the prearranged end time will incur a fee of **$75 per hour**.

Cancellation Fees
Cancellations must be submitted in writing or email at least 48 hours before the start of the event. A **50%** of the rental fee will be charged to renter if the event is cancelled less than 48 hours before the start time of the rental.

Furniture
The museum has a limited selection of furniture available for event functions. Please see below for the list of available furniture.

Furniture	Price	Limited To	Notes
Rectangle Tables	$6.00	6	Plastic 6ft. tables
Chairs	$0.50	70	Black folding chairs
Cocktail Tables	$10.00	8	30" round adjustable height for both sitting and standing
Trash Cans	N/C	2	Stainless steel trash cans

30" x 6' Tables & 6 chairs (8)

30" x 6' Tables (8)

30" Adjustable high top tables (8)

18" x 18" Black Folding Chairs (70)

FAQs

Q. Who can host an event at the museum?
A. The museum welcomes event requests from CSUSB departments, recognized student clubs, and external entities. Hosting events at the museum helps support future programs.

Q. What is the maximum capacity of the museum event space?
A. Capacity depends on the event setup. Please refer to the floor plans above for specific configurations and maximum capacities.

Q. Can I rearrange any of the exhibits for my event?
A. No. Exhibits may not be moved, rearranged, or altered in any way for private events.

Q. Can our group access the other exhibitions?
A. Yes. Your group may access the exhibitions on display. Contact RAFFMA staff at raffma@csusb.edu for information about which exhibitions will be open during your event. Please note that some exhibitions may not be suitable for all audiences.

Q. Can I schedule a tour during my event?
A. Yes. To make your event extra special, you may add a private tour of the Egyptian collection and /or temporary exhibitions at no additional cost. Tour requests must be submitted at least two (2) weeks in advance. Please contact RAFFMA staff at raffma@csusb.edu.

Q. Can I host my event during regular museum business hours?
A. Yes. You may host your event during regular museum hours. However, the museum will remain open to the public, and we cannot control overall visitor noise levels. To help minimize noise, the museum will not schedule tours during your event

Q. Will my event be private?
A. During regular museum hours, the room you reserve will be roped off from the rest of the museum, but we cannot control visitor noise levels. If your event is held after regular business hours, you must make a request access to the exhibition spaces.

Q. Can I reserve the entire museum for my event during regular business hours?
A. No. The entire museum cannot be reserved during regular business hours. Full museum reservations are only available for events held after business hours.

VENUE RENTAL APPLICATION

Ready to Rent?
Email us at raffma@csusb.edu so we can send you our rental application to complete. Please note that submitting an application does not guarantee approval or confirmation. Our staff will review your application and contact you with any questions and an update on your approval status.

RAFFMA