



9/11 Memorial & Museum Space Rental Policy
As of June 1, 2024

The 9/11 Memorial & Museum is a private tax-exempt educational corporation whose mission is to honor and remember the 2,983 people killed in the horrific attacks of September 11, 2001 and February 26, 1993, as well as those who risked their lives to save others and all who demonstrated extraordinary compassion in the aftermath of the attacks. The 9/11 Memorial & Museum is a place of remembrance, contemplation and quiet reflection. The 9/11 Memorial & Museum offers space rental opportunities in selected areas of the 9/11 Memorial & Museum and custom experiences for individuals, for-profit and not-for-profit corporations (including schools), and governmental agencies. Fees generated through this space rental program help the 9/11 Memorial & Museum fulfill its mission to honor and remember.

Given the solemn nature of the 9/11 Memorial & Museum, the organization only offers space rental opportunities and custom experiences if, in the 9/11 Memorial & Museum's sole discretion, it determines that all aspects of the proposed event are appropriate and consistent with the 9/11 Memorial & Museum's mission and that renting out 9/11 Memorial & Museum space for the event is in the best interest of the 9/11 Memorial & Museum. The 9/11 Memorial & Museum expressly reserves the right to deny any requests, including those that may, in the sole discretion of the 9/11 Memorial & Museum, negatively reflect on the organization and/or damage its reputation.

Beyond the 9/11 Memorial & Museum's discretion to deny any specific request, the following types of requests will not be approved based on the organization's mission and out of respect for all of those lost on 9/11 and in its aftermath: i. events that are celebratory in nature including, but not limited to, weddings, First Holy Communions, Bar/Bat Mitzvahs, birthday parties, family reunions or anniversaries; ii. events involving activities like dancing or gambling; iii. events that benefit political candidates, political parties or political action committees; and iv. fundraising events, except those that solely benefit the 9/11 Memorial & Museum.

If offered a space rental opportunity, Corporate Members will receive discounted fees, while non-Corporate Members who are offered a space rental opportunity will be provided information about the Corporate Membership Program and its benefits.

All space rental requests must be submitted to the Institutional Advancement Events Team through our website at [include link].

All communications or marketing materials, as well as printed event materials (including invitations, displays, signage, etc.) are subject to review and approval by the 9/11 Memorial & Museum in advance of distribution or printing.

Photography and filming in the 9/11 Memorial & Museum is permitted only in compliance with limitations. Due to heightened sensitivities and licensing issues within the 9/11 Memorial & Museum, some areas within the 9/11 Memorial & Museum cannot be photographed or filmed, and the 9/11 Memorial & Museum may require approval of content filmed at the 9/11 Memorial & Museum before it is posted on social media or otherwise broadcast.

If the 9/11 Memorial & Museum decides to offer a space rental opportunity, the client must execute and abide by the terms of the organization's standard space rental contract. The 9/11 Memorial & Museum reserves the right to cancel the rental contract at any time should details about the event deviate from information provided during the request and approval process or if it becomes clear based on further information that allowing the event to proceed is not in the best interest of the 9/11 Memorial & Museum. Space rental contracts must be fully executed at least **60 days** in advance of the date of the event. Exceptions to this requirement may be granted if practicable and at the sole discretion of the 9/11 Memorial & Museum.

Contract Provisions and Logistics

RCano Events and Eataly are the 9/11 Memorial & Museum's preferred caterers. Party Rental LLC is the 9/11 Memorial & Museum's preferred rental vendor when rentals are needed. However, clients are permitted to use their own vendors if requested and approved in writing by the Events Team. Additional costs and logistical issues should be anticipated due to site restrictions. In the event that RCano Events and Eataly are unable to provide catering services for the external or internal client, the Events Team will work to help client identify another approved caterer for the event. Catering fees and coat-check fees are some of the additional costs not included in the space rental fee. Clients may incur additional rental fees for rental needs beyond what the 9/11 Memorial & Museum typically supplies.

All floor plans and load-in schedules for catering and other rentals must be pre-approved by the 9/11 Memorial & Museum.

All rental pick-ups must take place immediately following the event, unless otherwise determined.

Locations in the 9/11 Memorial & Museum permitted for events include:

- Atrium Terrace
- Auditorium
- Concourse Lobby
- Education Center

Food and beverages are NOT permitted in the Auditorium and Education Center.

If an event requires the Museum Café to close during its normal operating hours, then the client is responsible for related expenses, which may include a café buyout fee as determined by the duration of the closure.

If an event requires the Memorial Museum to close during its normal operating hours, clients must agree to a ticket buyout during the hours the Memorial Museum is closed to the general public.

Please note this policy is subject to change at management's discretion.