

MOMAS

Guidelines for the Galleries and Auditorium

June 2025 Edition

Galleries

1 Overview

(1) Size of each gallery

Gallery	Area (m ²)	Display wall length (9m)	Ceiling height (m)	Remarks
Gallery 1	612.88	205.06	4.31	Display wall length includes movable display walls, sliding panels, and columns.
Gallery 2	231.52	103.62	4.01	Display wall length includes movable display walls.
Gallery 3	138.91	61.94	4.01	Display wall length includes movable display walls.
Gallery 4	161.36	51.41	3.00	Display wall length includes movable display walls.

(2) Use Criteria

The galleries may be used only for exhibitions that meet the following criteria:

- Exhibitions must concern the visual arts, such as painting, sculpture, crafts, calligraphy, or photography.
- Exhibitions must not consist of works produced as part of the process of acquiring basic creative techniques.
- Exhibitions must not interfere with the maintenance or management of the museum or hinder visitors' ability to view the works.
- When the organizer is a group, its office must be located within the prefecture, or a majority of its members must reside, work, or study within the prefecture.

When the organizer is an individual, the individual must reside, work, or study within the prefecture, or have their primary base of creative activity within the prefecture.

- When an exhibition includes minors, the representative or responsible party must be an adult.
- When an exhibition primarily consists of works by high school students or younger, it must, in principle, be of a prefecture-wide scale.

Note: The use criteria were partially revised effective April 1, 2017.

(3) Period of Use

As a general rule, the standard period of use is one week (Monday 13:00 to the following Monday 12:00).

- Installation, display setup, and removal of works should generally be carried out on Mondays.
- The maximum continuous period of use is three weeks.

(4) Hours of Use

10:00–17:30

- This period includes the time required for preparation, cleanup, and restoring the space to its original condition.

(5) Fees

A. Galleries

Gallery	Period of use	Fee (¥)
Gallery 1	One week	238,700
Gallery 2	One week	92,400
Gallery 3	One week	53,900
Gallery 4	One week	30,800

B. Gallery equipment

Item	Specifications	Unit	Fees	
			Per week (¥)	Per day (¥)
Spotlight (short) Spotlight (long)	100 W reflector lamp	1	350	50
Display panel 1	W (mm) D (mm) H (mm) 2,000 × 600 × 2,300	1	350	50
Display panel 2	1,500 × 600 × 2,300	1	350	50
Display panel 3	1,000 × 600 × 2,300	1	350	50
Display pedestal/base A	900 × 900 × 600	1	350	50
Display pedestal/base B	600 × 600 × 600	1	350	50
Display pedestal/base C	900 × 900 × 300	1	350	50
Display pedestal/base D	500 × 500 × 700	1	350	50
Display pedestal/base E	450 × 450 × 950	1	350	50
Display pedestal/base F	300 × 300 × 1,050	1	350	50
Display pedestal/base G	700 × 700 × 700	1	350	50
Display pedestal/base H	1,200 × 600 × 600	1	350	50
Display pedestal/base I	750 × 750 × 400	1	350	50
Display pedestal/base J	400 × 400 × 1,050	1	350	50
Display pedestal/base K	350 × 350 × 1,000	1	350	50
Upright display case	2,500 × 600 × 2,800	1	3,360	480
Flat display case	1,500 × 600 × 1,150	1	1,820	260
Electrical outlet (excluding display cases)	—	1kw	1,050 per 1 kw	1,050 per 1 kw

Note: The number of display cases is limited. Please notify us in advance if you wish to use them.

(6) Equipment Free of Charge

- Visitor waiting area and hot-water facilities
- Reception tables and chairs
- Stands for event information panels
- Carts, step ladders, and other tools for transport and installation
- Display hardware and installation supplies, including frame hooks and rubber-headed push pins (used to affix captions to walls).

(7) Important notes

A. The facilities may not be used in the following cases:

- When such use is deemed to interfere with the management or operation of the museum.
- When such use is deemed likely to disrupt order.
- When the purpose is deemed to be the sale of goods (excluding exhibition-related catalogs, postcards, posters, or similar items).
- When the use of the museum facilities is otherwise deemed inappropriate.

B. A person granted permission to use the facilities may not transfer or sublease that permission to another party.

C. Use of the facilities may be suspended, or permission revoked, in the following cases:

- When the conditions of use are not complied with.
- When permission to use the facilities is transferred or subleased to another party.
- When the fee is not paid by the prescribed deadline.
- When permission to use the facilities has been obtained through fraudulent means.

D. When a user installs special equipment or uses items other than those provided by the museum, the Museum Director's prior approval is required.

E. When catalogues, postcards, posters, or other similar materials relating to the works are offered for sale, prior approval of the Museum Director shall be required.

F. Smoking is prohibited throughout the museum. Food and drink are not permitted in the galleries.

G. Packing materials may not be temporarily stored in storage areas or other spaces. Please take all such materials with you.

- H. Due to concerns about pests, congratulatory floral arrangements and other fresh flowers may not be brought into the museum.
- I. Upon completion of use, all facilities and equipment must be returned to their original condition within the designated hours of use.
- J. Fees will not be refunded except when the facilities cannot be used due to natural disasters or other force majeure.

(8) Inquiries Regarding Facility Use

The Museum of Modern Art, Saitama
Administrative Office

9-30-1 Tokiwa, Urawa-ku, Saitama, Saitama Prefecture 330-0061

Phone: 048-824-0111

Email: p2401112@pref.saitama.lg.jp

2 Application for Use

(1) Application information

Application period	Requested period of use			
January 10–20	◆Additional applications ◇New applications	Late Mar Early Dec	– –	Late Nov Early May (following year)
April 1–10	◆Additional applications	Late Jun	–	Early May (following year)
July 1–10	◆Additional applications ◇New applications	Early Sep Late Jun (following year)	– –	Early May (following year) Late Nov (following year)
October 1–10	◆Additional applications	Early Dec	–	Late Nov (following year)

(Notes)

1. Applications are accepted from 10:00 on the first day of the application period until 17:30 on the final day.
2. Applications are accepted even on museum closing days.
3. Additional Applications refers to a second round of applications conducted when gallery rooms remain available within a period for which applications have already been accepted once.
(This applies to galleries for which no applications were received during the initial application period.)
4. Applicants from outside the prefecture may apply only through the Additional Applications process. However, if their requests overlap with those of applicants from within the prefecture, priority will be given to applicants residing within the prefecture.

(2) How to apply

Please submit your application by mail, email, or in person.

- By mail or in person
The Museum of Modern Art, Saitama
Administration Section
9-30-1 Tokiwa, Urawa-ku, Saitama, Saitama Prefecture 330-0061
- By email
p2401112@pref.saitama.lg.jp

(3) Application process

- A. Applicants must submit the required documents, including the Facility Use Request Form. Applications may be submitted by mail, email, or in person, as described in 2.(2) How to Apply.
- B. After the application period closes, museum staff will review all submitted applications together and coordinate the requested use schedule. If it is not possible to determine the schedule through staff coordination, the schedule will be decided by lottery.
- C. The museum will review the submitted materials to determine whether the proposed use complies with the usage criteria.
- D. If the proposed use complies with the criteria, the use will be approved.
- E. Once approval has been granted, the museum will notify each applicant.

(4) After approval

- A. Approximately three months before the scheduled use date, the museum will send the applicant a Facility Use Permit Application Form.
- B. The applicant must complete the Facility Use Permit Application Form and submit it to the museum.
- C. The museum will issue a Facility Use Permit and an Invoice.
- D. Fees for use of the galleries must be paid by the prescribed deadline at a financial institution or other designated payment location, in accordance with the Invoice.
- E. For details on specific procedures and use arrangements, please refer to the document "After Approval," which will be provided separately.

Auditorium

1 Overview

(1) Specifications

Floor Area: 234.99 m²
Ceiling Height: 3.00 m
Seating Capacity: 120 people

(2) Use criteria

The Auditorium may be used only for meetings or events that meet the following criteria:

- The event must not interfere with the maintenance or management of the museum or disrupt visitors' ability to view and enjoy the exhibitions.
- When the organizer is a group, its office must be located within the prefecture, or a majority of its members must reside, work, or study within the prefecture.
- When the organizer is an individual, the person must reside, work, or study within the prefecture, or have their primary base of creative activity within the prefecture.

Note: Use of the Auditorium is limited to the museum's open days and opening hours. The museum is closed on Mondays and during the year-end and New Year holidays (December 29–January 3), and may also close temporarily for maintenance and inspections.

(3) Duration of use

One hour

(4) Use period

10:00–17:30

Note: The reserved period includes setup and cleanup time, including restoring the space to its original condition.

(5) Fees

A. Auditorium

¥2,200 per hour

Note: Any fraction of an hour will be charged as a full hour.

B. Equipment

Video projector — ¥1,220 per use

(6) Equipment free of charge

- Reception tables and chairs
- Microphones
- Event sign stands

(7) Important notes

A. Use of the facility will not be permitted in the following cases:

- When the use is deemed to interfere with the management or operation of the museum.
- When the use is deemed likely to disrupt order.
- When the purpose is deemed to be the sale of goods (excluding event-related programs, pamphlets, or similar materials).
- When use of the museum facilities is otherwise deemed inappropriate.

B. A person granted permission to use the auditorium may not transfer or sublet that right to another person.

C. In the following cases, use of the auditorium may be suspended, or permission may be revoked:

- When the conditions of use are not observed.
- When the right to use the auditorium is transferred or sublet to another person.
- When the usage fee is not paid by the prescribed deadline.
- When permission to use the auditorium has been obtained by improper means.

D. Installation of special equipment or use of items other than those provided by the museum requires the approval of the Museum Director.

E. The sale of event-related programs, pamphlets, or similar materials requires the approval of the Museum Director.

- F. Smoking is prohibited throughout the museum. Food and drink are not permitted in the auditorium.
- G. Because of the risk of pests, congratulatory floral arrangements and other fresh flowers should not be brought into the museum.
- H. As sound may carry into the galleries, the doors to the auditorium must be kept closed at all times during use, including during preparation and cleanup.
- I. Fees will not be refunded except when the auditorium cannot be used due to natural disasters or other force majeure.

(8) Inquiries regarding use

The Museum of Modern Art, Saitama
Facilities Management

9-30-1 Tokiwa, Urawa-ku, Saitama, Saitama Prefecture 330-0061
Phone: 048-824-0111
Email: p2401112@pref.saitama.lg.jp

2 Application for Use

(1) Application period

Applications are accepted from six months to two weeks before the intended use date.

Note: Please contact the museum by phone in advance to confirm the availability of the auditorium.

Note: If fewer than two weeks remain before the intended use date, please contact the museum by phone.

(2) How to Apply

Please submit your application by mail, email, or in person.

- By mail or in person
The Museum of Modern Art, Saitama
Facilities Management
9-30-1 Tokiwa, Urawa-ku, Saitama, Saitama 330-0061
- By email: p2401112@pref.saitama.lg.jp

(3) Application Process

- A. The museum will send the applicant a Facility Use Permit Application Form.
- B. The applicant must complete and submit the Facility Use Permit Application Form. Applications may be submitted by mail, email, or in person, as described in 2.(2) How to Apply.

- C. The museum will review the proposed use to confirm that it complies with the Use Criteria.
- D. If the proposed use is determined to meet the criteria, a Facility Use Permit will be issued.
- E. Fees must be paid by the prescribed deadline at a financial institution or other designated payment location, in accordance with the Invoice sent together with the Facility Use Permit.

3 Procedures on the Day of Use

1. Before use

The designated representative should check in at the office on the first floor. If you plan to use the video projector or microphones, please inform staff at that time.

2. Preparation

Users are responsible for setting up reception tables and chairs within the designated use period.

3. During use

Food and drink are not permitted in the auditorium.

If the auditorium becomes empty and needs to be locked, please check with the office on the first floor.

4. Restoring the room

After use, all equipment and fixtures used must be returned to their original condition within the designated use period.

5. After use

Once the room has been restored to its original condition and before leaving, please check with the office on the first floor.

Loading area
Movable walls
Picture hooks
Elevators
Internal phones
Lockers
Locker keys
Hole punch