

FACILITY REPORT

For use with Limited, Moderate A, and Moderate B Exhibitions



A. Contact Information

Institution: _____ Contact person: _____

Mailing Address: _____

Shipping Address: *(please indicate if same as mailing address)*

Contact person for shipping and installation: *(please indicate if same as above)*

Name: _____ Telephone Number: _____

E-mail address: _____

B. Facility Information

Number of linear feet of wall spaces in temporary galleries: _____

Number of square feet of floor space in temporary galleries: _____

Indicate the type of institution:

Museum (non-profit)

- Art
- Natural History/Science
- History
- General
- Children's Museum
- Other (specify) _____

Cultural Organization

- Library
- Religious Facility
- Civic Center
- Fair Building

College/University

- Museum or Gallery
- Student Center/Union
- Library
- Department

Historical Society

- House
- Site
- Other (specify) _____

1. Does your organization have 501 (c) 3 status? Yes No

2. Does facility meet accessibility criteria of the Americans with Disabilities Act? Yes No

3. Is facility locked and secure after viewing hours? Yes No

4. Fire protection according to local ordinance? Yes No

5. Have you had a pest problem within the last 6 months? Yes No

6. Can you accommodate receiving and unpacking crates on-site? Yes No

Exhibit components and artifacts can't be moved between locations without their protective crates

7. Are you able to provide 4-5 people to help load, unload, install and deinstall? Yes No

8. Who handles art objects? *Please check all that apply.*

Trained staff only will unpack, install, de-install and pack the exhibition Yes No

Trained staff can be called to supervise untrained volunteers when necessary Yes No

Only volunteers are available to handle art objects Yes No

9. Do you have space available for conducting: Workshops Lectures

Please mark the appropriate answer for the space in which you display temporary exhibitions.

1. Is it a limited-access (no exterior doors) space? Yes No
2. Is there a temperature control system active all the time? Yes No
3. Can you provide temperature controlled crate storage for up to 20 large crates? Yes No
4. Is the gallery temperature maintained between 68-72°? Yes No
5. Is the level of relative humidity maintained between 45% and 55%, with five percent or less fluctuation over a 24-hour period? Yes No
6. Can you provide supervision by guard, volunteer, student or receptionist inside the display space during visiting hours? Yes No
7. Is eating and drinking permitted in the display space **or** during packing/unpacking? Yes No
8. Is there a raised loading dock? Yes No
9. Do sources of sunlight have UV filters? Yes No
10. Do you have or can you borrow a light meter if necessary? Yes No
11. Are you able to adjust light levels in your display space? Yes No
If no, would you be willing to change bulbs to a lower wattage to adjust light levels? Yes No
12. Are you able to provide barriers for objects displayed on the floor or unframed wall objects? Yes No
13. Which of the following display furniture are you able to provide? Pedestal Vitrine
If no, would you be willing to borrow pedestals and/or vitrines? Yes No
14. What type of lighting system is installed in the exhibition area? *Please check all that apply.*

Daylight

- | | |
|---|---|
| <input type="checkbox"/> Windows, equipped with | <input type="checkbox"/> Skylights, equipped with |
| <input type="checkbox"/> Shades or Drapes | <input type="checkbox"/> Shades or Drapes |
| <input type="checkbox"/> UV Filters | <input type="checkbox"/> UV Filters |
| <input type="checkbox"/> No Windows | <input type="checkbox"/> No Skylights |

Artificial Light

- | | |
|--|--|
| <input type="checkbox"/> Fluorescent Lighting, equipped with | <input type="checkbox"/> Incandescent Lights, Stationary |
| <input type="checkbox"/> UV Filters | <input type="checkbox"/> Incandescent Track Lighting |
| <input type="checkbox"/> LED Track Lighting | <input type="checkbox"/> Halogen Track Lighting |

Signature of Authorized Representative

Date

Printed Name

Please submit a completed Facility Report to

MoreArt@maa.org | fax (816) 421-3918 | 2018 Baltimore Avenue, Kansas City, MO 64108

Contact Michelle Wolfe, Registrar, at (800) 473-3872 ext. 217 or michelle@maa.org with any questions.

