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
   □ Trained staff can be called to supervise untrained volunteers when necessary
   □ Only volunteers are available to handle art objects
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**
   - □ Windows, equipped with
     - □ Shades or Drapes
     - □ UV Filters
     - □ No Windows
   - □ Skylights, equipped with
     - □ Shades or Drapes
     - □ UV Filters
     - □ No Skylights

   **Artificial Light**
   - □ Fluorescent Lighting, equipped with
     - □ UV Filters
     - □ LED Track Lighting
   - □ Incandescent Lights, Stationary
   - □ Incandescent Track Lighting
   - □ Halogen Track Lighting

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Signature of Authorized Representative __________________________ Date ____________

Printed Name __________________________

Please submit a completed Facility Report to

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

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