

# 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@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](mailto:michelle@maaa.org) with any questions.

