

Museum of North Texas History

Facility Rental Policy

The mission of the Museum of North Texas History is to collect, preserve, exhibit and interpret the history of the North Texas area, to inspire an interest in the past for the education and enrichment of people of all ages.

Select areas of the museum are available for rent for meetings, training sessions, luncheons, and other events. Our target users include local civic, church, non-profit groups, clubs, and other special interest groups. Please note that such events may not interfere with the normal public operation of the museum and are subject to the policies and procedures listed below. The museum cannot be used for discriminatory practices and reserves the right to refuse rental to individuals, organizations, or events that discriminate on the basis of race, color, ethnicity, gender, age, religion, or disability.

All arrangements pertaining to facility use must be made through the museum office. You can do this by calling **940-322-7628** or sending a request to **Museum of North Texas History, PO Box 1619, Wichita Falls, TX 76307-1619**. Such activities are a privilege, not a right and shall not interfere with the normal public operation of the museum. Functions must not compromise the museum's mandate to care for and preserve its collection.

A signed agreement and ***deposit of ½ of total rental fee along with a \$50 refundable cleaning charge (separate checks) are required to confirm your date.*** Cancellation of the event less than two months before the event date will result in the forfeiture of the deposit. The museum requires a single contact person be designated to represent the sponsoring group or organization in all matters regarding event arrangements. Changes to any aspect of the event will only be made at the request of the designee indicated on the agreement.

The following guidelines, policies, and procedures help govern the use of the museum for special events and occasions. Any event held at the Museum of North Texas History by an outside group, organization, or individual must adhere to these guidelines.

General:

- ® Smoking is prohibited throughout the museum. Please inform your guests prior to their arrival.
- ® Exhibitions, collections, and furnishings may not be altered or removed. Exhibitions are subject to change without notice.
- ® Appropriate museum staff shall be present at all events.
- ® Fund raising events will not be permitted.
- ® Food and Beverage
 - ® Food and non-alcoholic beverages are permitted in pre-approved areas only. Food or beverage is not allowed in the exhibit areas of the museum.
 - ® Absolutely no cooking or cooking stations are allowed in the museum. Potluck or catered luncheons are allowed, but heating food is restricted to plug-in warmers/crock pots and sterno-type chafing dishes.
 - ® Beverages (iced tea, lemonade, punch, coffee etc.) may be prepared onsite.
 - ® Alcoholic beverages will not be allowed.

Setup and Tear Down:

- ® Set up may begin no earlier than two hours prior to the event.
- ® Same day setup and teardown of event is required unless prior arrangements are made with the museum. Time required for setup and teardown must be included in the rental fee.
- ® All deliveries and event personnel must enter through designated entrance ways.
- ® The museum is not responsible for items left overnight.
- ® Items such as glitter, confetti and streamers are not allowed in the museum. Should cleanup of these items be necessary an additional charge will be added to the bill.
- ® Use of candles requires pre-approval. Generally, votive candles in a hurricane glass and floating candles will be approved.
- ® Absolutely no items may be attached to museum surfaces, this includes the use of tape, wire, staples, tacks, glue, and similar things.
- ® Cleanup is the responsibility of the renting party.

Meeting Rooms:

Theater Seating, 48 person capacity for best view of stage and screen
70 person capacity for lecture

Assembly Hall/Banquet Seating
12 round tables seating 8 each = 96
Available chairs, 100

Usage Fees:

General use of Assembly room: \$50
General use of Theater with stage and podium: \$50
Combination of above: \$70
Use of electronic equipment: \$30 additional (slide, computer, DVD, or video projection)

Hours:

Above usage fees for 3- 4 hours
8 - 9 hours, additional \$50

Cleaning fee:

A \$50 cleaning charge for room use.
(Refundable when room has been restored to original condition).

Deposit of 1/2 of rental fee and refundable cleaning charge is required to confirm date. Make cleaning deposit on separate check which will be returned if room is left as it was found.

Approved: 2/7/07