

## FACILITY USE AGREEMENT

The Stickley Museum, fully owned by L. & J.G. Stickley, Inc., grants

of

use of The Stickley Museum on

from

### TERMS AND CONDITIONS

- This agreement grants the use of the exhibit gallery space ONLY.
  - o Our storage rooms, our employee restroom, and the library are not part of the agreement.
  - o Entrance and exit are through library space. The renter is obliged to provide us with any directional signs 3 weeks in advance, which must be approved by The Stickley Museum and the Fayetteville library prior to use.
  
- Any modifications to the facility and exhibit material must be approved by The Stickley Museum prior to use.
  - o If exhibit modifications are required, any costs are incurred by the renter.
  
- All event materials and equipment must be provided by the renter, unless otherwise stipulated, and are subject to the scrutiny of The Stickley Museum
  - o Introduction of all materials, (especially plants/flowers) is subject to scrutiny of The Stickley Museum curatorial staff. A list of all decorative objects must be made available to The Stickley Museum prior to use.
  - o The Stickley Museum does not provide seating or table space for events.
  - o The Stickley Museum does not provide kitchen space, and does not make available a water source for use.
  - o The Stickley Museum does not provide catering service
    - All food and drink choices are subject to the scrutiny of The Stickley Museum.
  
- The renter is responsible for all delivery, set-up and take-down of event materials.
  - o All schedules for delivery, set-up and take-down must be made available to The Stickley Museum 3 weeks in advance.

# THE STICKLEY MUSEUM

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- All objects must be set up in accordance with fire code restrictions. No tables, chairs, etc. will inhibit emergency exit routes.
- All objects will be set up at a distance of at least 18 inches from exhibit platforms to ensure the safety of objects.
- All clean up, including garbage removal, is the responsibility of the renter.
  - Cleaning of exhibit area will be done by professional personnel at renter's expense.
- The renter is responsible for providing event personnel.
  - The Stickley Museum Director or designated representative will be present at all events.
  - Additional security will be provided at the renter's expense.
  - All other personnel (greeters, administration, food and beverage service, etc.) must be provided by the renter.
- All guests are obligated to follow the guidelines for visitors of the museum. The renter is responsible for all visitor behavior.
  - Visitors are permitted ONLY in designated areas (The Stickley Museum exhibit gallery) and ONLY during hours of the event.
    - The Stickley Museum reserves the right to extract any visitors in violation of this guideline.
  - Access to and from the museum is exclusively through the designated elevator. Excepting emergencies, the elevator is the sole exit and entrance.
    - The Stickley Museum reserves the right to extract any visitors in violation of this guideline.
  - Visitors are prohibited from touching any exhibited object unless explicitly stipulated.
    - The Stickley Museum reserves the right to extract any visitors in violation of this guideline.
  - Visitors are prohibited from standing on, climbing on, sitting on or otherwise using exhibit platforms.
    - The Stickley Museum reserves the right to extract any visitors in violation of this guideline.
  - Visitors are prohibited from placing dishware, silverware, glassware, food items, or personal items on or near exhibition platforms or exhibited objects. The renter will provide ample space for visitors to place dishware, silverware, glassware, food items, or personal items. The spaces will be designated and clearly marked.
    - The Stickley Museum reserves the right to extract any visitors in violation of this guideline.
  - Unruly, disruptive behavior will not be tolerated in the museum.
    - The Stickley Museum reserves the right to extract any visitors in violation of this guideline.
  - Visitors with disabilities will be accommodated in accordance with all local, state and federal laws. The Stickley Museum is wheelchair accessible.
- Any audio, video or other interactive materials to be used during the event must be stated in advance of use.
  - The Stickley Museum does not provide audio, video, or electronic interactive materials for rental unless otherwise stipulated.
  - Materials brought in by renter are subject to the scrutiny of The Stickley Museum.
  - The Stickley Museum reserves the right to regulate the volume of any audio device and to censor content of any materials or persons.

