

facility report

for borrowing institutions

INSTITUTION

Name

Address

City

State

Zip code

Tel

Fax

E-mail

Web site, if applicable

TYPE OF INSTITUTION

Please check the categories that best describe your institution

MUSEUM

- Art Children's History Historic Site/House
 Natural History/Anthropology Science General

COLLEGE/UNIVERSITY

- Museum or Gallery Student Center/Union Library Department _____

CULTURAL/COMMUNITY ORGANIZATION

- Library Religious Institution Holocaust Center Civic/Community Center
 School Other _____

OTHER (PLEASE SPECIFY) _____

STAFF OR VOLUNTEERS OR CONTRACTORS WHO WILL BE WORKING WITH THE EXHIBITION

Executive Officer, who will be legally responsible for exhibition material

Name	Title	
Tel	Fax	E-mail

Project Director, who will handle the details of hosting the exhibition

Name	Title	
Tel	Fax	E-mail

Educator

Name	Title	
Tel	Fax	E-mail

Facility Manager, who will supervise installation and the crew, and make physical arrangements

Name	Title	
Tel	Fax	E-mail

Publicity

Name	Title	
Tel	Fax	E-mail

Security Officer

Name	Title	
Tel	Fax	E-mail

Collections Manager/Registrar

Name	Title	
Tel	Fax	E-mail

If exhibition will be off-site, please provide contact information for that location.

Name of site		
Address		
City	State	Zip code
Tel (for general inquiries)		
Contact person	Title	
Tel	Fax	E-mail

NOTE: If the exhibition will be off-site, facility reports will need to be completed both for the host institution and for off-site venues. Some sections will not apply. Please fill out appropriate sections of forms to the best of your ability. Thank you!

INSTITUTIONAL INFORMATION

Located in a

- Major metropolitan area Medium or large city Small city
 Small town Suburb Rural area

Population size _____

Annual visitation _____

Hours open to public _____

Size of staff _____

Are you collaborating with another group to present this exhibition? Yes No

If yes, what is the other group's name? _____

GENERAL SITE INFORMATION

Date building constructed _____

Building materials _____

How many floors? _____

If more than one, indicate means of access between levels: Stairs Elevator Other _____

Aside from exhibitions, what activities take place in the building? _____

Are eating, drinking or smoking permitted in

Temporary exhibition gallery? Yes No Temporary exhibition storage? Yes No

Receiving area? Yes No Exhibition staging area? Yes No

Do you make routine inspections for rodents and insect problems? Yes No

Is the building in an area subject to (check all that apply): Flood Earthquake Tornado Hurricane

GENERAL ACCESS

Do you have a loading dock? Yes No If yes, is it under cover? Yes No

If yes, what are the dimensions of the access area? _____ W x _____ H

If there is no loading dock, how do you receive shipments? _____

What loading equipment do you have? Forklift Pallet jack Dollies Other _____

If you do not have equipment, can you rent or borrow if needed? Yes No

ACCESS TO EXHIBITION AREA

Do you have a freight elevator? Yes No

If yes, what are its dimensions? _____ L x _____ W x _____ H

What is its weight capacity? _____ lbs.

If there is no freight elevator, how do you bring exhibition materials into gallery? _____

The heaviest crate that you can accommodate is _____ lbs.

The largest crate you can accommodate is _____ L x _____ W x _____ H

EXHIBITION AREA AND EXHIBITION FURNITURE

Is the exhibition space One large room Series of rooms Other (specify) _____

What is the floor space in square feet? _____

What is the total wall length in running feet? _____

What is the ceiling height? _____

What are walls made of? _____

Do you plan to use a modular wall partition or panel system? Yes No

If yes, describe _____

and indicate means of support: Supported at floor and ceiling Supported only at floor

Do you have exhibition cases that are used for temporary exhibitions? Yes No

Will any factors affect exhibition installation, such as hanging systems or architectural features? Yes No

If yes, describe _____

Is the exhibition space used for anything besides viewing exhibits? Yes No

If yes, what? _____

Are there any water fixtures such as plumbing pipes, sprinklers, or water fountains in or above the exhibition area? Yes No

If yes, describe _____

ENVIRONMENT

What kind of heating/cooling systems do you have?

- | | |
|--|--|
| <input type="radio"/> Central 24-hour temperature control system | <input type="radio"/> Portable dehumidifiers |
| <input type="radio"/> Central 24-hour humidity control system | <input type="radio"/> Forced-air heat |
| <input type="radio"/> Central air conditioning | <input type="radio"/> Steam heat |
| <input type="radio"/> Window air-conditioning units | <input type="radio"/> Portable heating units |
| <input type="radio"/> Portable humidifiers | <input type="radio"/> Other _____ |

Do you monitor and record temperature and humidity levels in the exhibition spaces? Yes No

What is the temperature range? _____

What is the relative humidity range? _____

What is the light source in your exhibition space? (check all that apply)

- | | | |
|------------------------------------|---|---|
| <input type="radio"/> Incandescent | <input type="radio"/> Fluorescent
<input type="checkbox"/> UV filtered | <input type="radio"/> Daylight (windows, doors, skylights)
<input type="checkbox"/> Equipped with shades or drapes
<input type="checkbox"/> UV filtered |
|------------------------------------|---|---|

Can you adjust light levels? Yes No

If yes, what is the lowest number of foot-candles? _____

SECURITY

Is your site protected by electronic security? Yes No

If yes, check all in use at site: Central station alarm External door alarms Window alarms Motion detectors

Do you have security guards on duty during open hours? Yes No

Do you have security guards on duty after hours? Yes No

Are galleries under constant visual surveillance? Yes No

How do you protect small, fragile, or valuable items? (check all that apply)

- Wall cases
- Freestanding cases
- Locked cases
- Cases secured with security screws
- Cases with alarms
- Framed works attached with locking hardware
- Framed works attached with security screws
- Other _____

If the exhibition space is in a multiuse facility and the facility will be open when the exhibition is closed, can the exhibition space be locked? Yes No

If yes, what kind of lock? _____

FIRE PROTECTION

Is your site protected by smoke detectors? Yes No Heat sensors? Yes No

If yes, are they connected to a central station or to the fire department? Yes No

Do you have a sprinkler system? Yes No

Do you have fire extinguishers in exhibition and storage areas? Yes No

Type _____

Is your site within 600 feet of a fire hydrant? Yes No

Is your site within five miles of a fire department? Yes No

INSURANCE

What kind of coverage do you have for borrowed material? (check all that apply)

- All-risk museum coverage, wall-to-wall (with standard exclusions)
- Coverage against fire
- Coverage against theft
- Coverage against natural disasters
- Coverage against flood and water damage
- Coverage against employee dishonesty

What is your limit of liability? \$ _____

Name of insurance provider _____

Have there been any damages or losses to property in your care in the past three years (whether or not a claim was filed)? Yes No

If yes, state circumstances _____

EXHIBITION STAFF

Do you have personnel available for loading, unloading, and installation? Yes No
If yes, how many? _____
If no, are you willing to hire needed workers? Yes No
Do you have staff trained in handling objects? Yes No
If yes, please describe training and/or supervision _____
Do you have staff trained in doing condition reports and other documentation? Yes No
If yes, please describe _____

PROGRAMMING

List two recent traveling exhibitions that you have hosted
a. _____
b. _____
Do you have docents or museum interpreters? Yes No If yes, how many? _____
Are you planning to solicit additional docents for this exhibition? Yes No
If yes, describe _____
Do you have educational programs specifically for students? Yes No
If yes, describe _____
Do you normally offer public programs in conjunction with special exhibitions? Yes No
If yes, describe _____

Is there any additional information you would like us to know about your institution, temporary exhibition space,
programs, or staff? _____



Report completed by: _____
Title: _____ Phone: _____

Please attach a scale floor plan of the intended exhibition area, including location of windows, doors, electrical outlets, and structural obstacles, as well as a plan showing the location of the exhibition space in the building. Please mark loading dock if applicable, entrances and exits, and spaces for crate storage and educational programming. Send to:

Traveling Exhibitions
United States Holocaust Memorial Museum
100 Raoul Wallenberg Place, SW
Washington, DC 20024-2126
Fax: 202.314.7822