



THE KANSAS AFRICAN AMERICAN

601 N. Water- Wichita, KS 67203 (316) 262-7651
WWW.TKAAMUSEUM.ORG

Facility Reservation Form

Date: _____

Contact Person: _____

Organization: _____

Address: _____

Phone (daytime): _____ **Phone (evening):** _____

Date of Event: _____ **Time of Event:** _____ **Approximate number to attend:**

Nature of Event: _____

Needs

_____ **Main Floor = \$350 (four hours minimum)**

_____ **Kitchen = \$50**

_____ **Basement = \$100 (four hours minimum)**

_____ **Insurance = \$50**

_____ **Piano = \$50**

_____ **Organ \$50**

_____ **Additional hours = \$25 per hour**

_____ **Cleanup \$50**

_____ **Security = \$40 per hour (any meeting over 75)**

_____ **Additional chairs = \$2.00 each**

_____ **Additional tables = \$10 each**

_____ **Table Cloths = \$6.00 each**

_____ **Projector & Screen \$50**

Total Needs: _____

Discount: _____

Minus Deposit: _____

Payment: _____



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Balance: _____

Representative of Organization

Date

Prisca Barnes, Executive Director

Date

The basic rental for the Kansas African American Museum (TKAAM) includes 75 chairs, 4 eight foot tables, and a microphone. However, the renting organization will be responsible for all setup and tear down. Special provisions will be made for organizations that choose to rent the museum during normal business hours. The information below contains procedures, requirements, and rules regarding the use of the Kansas African American Museum. The reservation form must contain the signature of the Executive Director along with the appropriate signature from the renting organization in order to finalize the rental agreement.

There is a \$100 deposit due within seven days of booking the facility. No reservation is secure until the deposit is received. In the event of a cancellation, the renting organization will receive a full refund if the museum is notified 30 days prior to the event. The renting organization will receive 50 percent of the deposit if the notification of cancellation is less than 30 days prior to the scheduled event.

- 1. In the event of a conflict of scheduling all TKAAM activities such as functions, meetings, lectures, workshops, etc., will have priority over any other proposed event.**
- 2. The renting organization will be responsible for the security and maintenance of the facility during the time of use. Any damages occurring during the use of the facility will be the responsibility of the organization scheduling the event. Any repairs necessary shall be done promptly and at the expense of the renting organization.**
- 3. A deposit of \$ _____ will be required, out of which any damages will be paid. At the discretion of TKAAM a security guard may be required, in which case, the cost for such services will be paid in advance or by the renting organization.**
- 4. The pipe organ will not be used without special permission by TKAAM.**
- 5. NO SMOKING is allowed in the building.**
- 6. Under no circumstance will the displays and artifacts be tampered with, moved, covered, or removed.**



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7. **Beverages may be kept in the refrigerator in the kitchen area of the basement. However, TKAAM is not responsible for such items left over night. NO ALCOHOLIC BEVERAGES are allowed without prior notification and meeting State and Federal guidelines.**
8. **Fire code states maximum use will be 225 persons. Fire extinguishers are hanging near each front entrance of the building, and in four locations in the basement.**
9. **Parking during the hours of 8 a.m. to 5 p.m. on weekdays is restricted to the parking garage to the east of the building. However, the museum will validate parking garage tickets. After 5 p.m. on weekdays and on weekends, parking is permitted at no cost at the metered parking spaces on Water Street.**
10. **The renting organization will be responsible for the cleanup of the facility and rearranging the furniture back to its original location. If requested, TKAAM will provide cleaning services at an additional charge of \$50.**
11. **TKAAM will not be responsible for any personal injuries while using the facility.**
12. **The deposit must be paid in advance for the use of the facility. If there are no damages to the building the deposit will be refunded within two weeks following the event. The deposit will not be refunded if there are damages to the facility. The expense of repair will be deducted from the deposit and the balance will be returned.**
13. **No taping or nails should be used in hangings items on the walls of the museum.**
14. **No function will last past 12 a.m. without prior agreement with TKAAM.**
15. **All children must be accompanied by an adult at all times.**
16. **When using the facility, no furnishings and/or equipment will be used unless agreed upon at the signing of the agreement.**
17. **TKAAM is an Equal Opportunity Employment Agency and does not discriminate because of race, color, sex, religion, national origin, ancestry, marital status, age or disability. However, TKAAM reserves the right to refuse the use of the facility.**