



MUSEUM ON MAIN STREET HOST SITE AGREEMENT

CONTRACT No.: Y15.604

HOST ORGANIZATION: Broken Arrow Historical Society Museum

TITLE OF PROJECT: "The Way We Worked" in Broken Arrow

BOOKING DATES: 05/19/2017- 07/07/2017

CONTRACT PERIOD: 05/19/2017- 07/07/2017

CONTRACT AWARD DATE: 08/01/2015

DATE OF THIS AGREEMENT: 08/12/2015

DESCRIPTION OF PROJECT:

Museum on Main Street is a partnership program between the Smithsonian Institution Traveling Exhibition Service (SITES) and state humanities councils across the country to bring exhibitions and humanities programming to rural communities around the nation. To that end, the Oklahoma Humanities Council (OHC) is the principal borrower of the *The Way We Worked* exhibit. Upon signing this contract, the host organization (Broken Arrow Historical Society Museum) has entered into an agreement with the Oklahoma Humanities Council.

The host organization agrees to accept this loan on the following conditions: (As used in this contract, the term exhibit is defined as the artifacts, installation structures, equipment, and all components provided by SITES.)

A. USES

1. *The Way We Worked* traveling exhibition may be used for educational purposes only. *The Way We Worked* may not be used toward commercial or political ends.
2. A special entrance fee (other than museum general admission) may not be charged to offset direct costs of the exhibition.
3. The name of the exhibition, SITES, the Smithsonian Institution and the Oklahoma Humanities Council shall not be used in connection with any general organization fund raising or political event or another purpose not specified in this agreement without proper written approval from the OHC.
4. The exhibition must be shown intact and in its entirety. No component may be omitted from the exhibition without prior written consent from the OHC and SITES.
5. The exhibit must be made accessible to the public. Access shall not be denied to anyone based on race, color, sex, age, national origin, creed, political affiliation or opinion, sexual orientation, veteran's status, disability, or any other basis prohibited by applicable law.

B. BOOKING

1. Scheduling is valid only as agreed upon by the OHC.
2. The OHC must be informed of the exact location of the exhibition at all times. The hosting organization must obtain the prior written approval of the OHC to move the exhibition or show the exhibition at an alternate location other than that specified in this contract.
3. If the host organization cannot return this contract within 30 days, the OHC must be contacted immediately. **OHC reserves the right to cancel this reservation if the contract is not returned within 30 days.**

C. INSURANCE AND PROTECTION

1. According to the OHC contract with SITES, SITES will provide wall-to-wall fine art insurance coverage, with standard exclusions, for the exhibit during both transit and display.
2. The host organization is responsible for damage or loss caused by gross negligence or willful misconduct.
3. The host organization agrees to notify the OHC immediately of any theft, damage, or loss occurring while the exhibition is in its possession. The host organization assumes responsibility for any OHC liability that may arise because of the host organization's failure to give such timely notice.
4. The host organization agrees to provide: all fire precautions as required by law or local ordinance; safe handling, unpacking and repacking of the exhibition; and all required security measures and environmental conditions as stipulated in this contract.
5. **Smoking, eating, or drinking must be prohibited in the exhibition area and within the storage, receiving, and loading spaces at all times when the exhibit is within those spaces.**

D. SECURITY AND ENVIRONMENTAL REQUIREMENTS

1. The exhibition must be displayed in a gallery, lounge area, or other defined, enclosed, interior space as agreed upon with the OHC. It may not be displayed in a hallway, corridor, or other passageway; outdoors; or in a tent or other temporary building.
2. The exhibition must be under continuous surveillance during public hours. The supervising person may be performing other duties in addition to watching the exhibition, so long as the exhibition remains within the view of the supervising person at all times. The exhibition must not be left unsupervised at any time while open for viewing. The exhibition area must be locked and secure during any time of the day or night when the exhibition is not open for viewing.
3. Direct sunlight must be diffused or eliminated. All doors and windows that allow natural light into the exhibit space must be draped, shielded or UV filtered.

E. CANCELLATIONS

1. The host organization must notify the OHC in writing of any need to cancel the hosting contract or move the exhibition to an alternate location other than that specified in this contract.

2. The OHC reserves the right to cancel a booking at any time if the host organization fails to meet the terms of this contract. In the unlikely event that the OHC must cancel the exhibition tour for any other reason, the OHC may not be responsible for any damages or other costs arising from such a cancellation.

F. HANDLING AND TRANSPORTATION

1. Receipt of the exhibition: If the exhibition has not arrived in due time (as understood and previously agreed upon by host organization and the OHC), the host organization should contact the OHC immediately. The OHC will not be responsible for damages or costs arising from any delay of delivery of an exhibition.
2. Unpacking the exhibition: **Host organization must allow the exhibit to acclimatize for at least 24 hours before unpacking.** The host organization must examine the exhibition, report its condition on the forms provided by SITES, and return the condition report summary to the OHC and SITES within 48 hours of unpacking. The host organization must contact the OHC and SITES immediately if any damage is noted. **Under no circumstances may any alteration or repair to exhibition materials or objects be undertaken without prior written permission from SITES.**
3. Storage of exhibition components and packing crates: No part of the exhibition may be stored, crated, or moved off the premises of the agreed upon exhibiting location without prior written permission from the OHC.
4. Repacking the exhibition: Host organization must repack the exhibition, including all exhibition components, at the close of the hosting date and prepare the exhibition for shipment to the next host organization.

G. PUBLICITY, ACKNOWLEDGMENT, AND CREDITS

The exhibition credit line, Smithsonian Institution logo and the OHC logo, must appear on all exhibition-related promotional materials. Examples of such materials include (but are not limited to) invitations, banners, signage, posters, public program brochures, postcards, and printed, video, internet and audio announcements.

1. **Credit line to be included on all exhibition-related materials:**

“The Way We Worked has been made possible in [name of your town, state, or institution] by the Oklahoma Humanities Council.

The Way We Worked, an exhibition created by the National Archives, is part of Museum on Main Street, a collaboration between the Smithsonian Institution and State Humanities Councils nationwide. Support for Museum on Main Street has been provided by the United States Congress.”

[Smithsonian logo] [National Archives logo] [State Humanities Council logo]
[local sponsor logos]

2. We understand that in exhibition advertisements or on banners promoting the exhibition, it is sometimes difficult to include a credit line of this length. While we prefer that you include the credit line in its entirety, **you may use the following abbreviated credit line in advertisements or on banners only:**

“The Way We Worked, an exhibition created by the National Archives, is part of Museum on Main Street, a collaboration between the Smithsonian Institution and the Oklahoma Humanities Council.”

[Smithsonian logo] [National Archives logo] [State Humanities Council logo]
[local sponsor logos]

3. All public relations materials and any other materials written by the host organization must acknowledge sponsors.
4. The host organization must supply the OHC with copies of all press coverage, including reports of television and radio coverage, within four weeks following the exhibition closing.

H. RESPONSIBILITIES OF THE HOSTING ORGANIZATION

1. Designation of an official Project Director and Site Manager who serve as the key administrators and leaders throughout the course of the project.
2. Program Workshop participation: The Project Director and Site Manager are required to attend this workshop in Oklahoma City in June 2016. (Travel costs to be covered by OHC.)
3. Installation Workshop participation. The Project Director and Site Manager are required to attend this workshop, led by representatives from the Smithsonian Institution, at the exhibition opening site in January 2017. (Travel costs to be covered by OHC.)
4. Work with State Scholar to offer local complementary programming that supplements the national exhibit themes.
5. Fundraising for local programs and projects, as determined by the host organization and community. **This must include, but is not exclusive to, applying for up to \$2,500 in OHC grant funds.**
6. Care and protection of the exhibition through the duration of hosting responsibilities.
7. Compliance with the OHC’s arrangements for shipping to and from the host site.
8. Compliance with all stipulations as outlined and agreed upon in the Hometown Teams Host Site Contract.

I. PROGRAM EVALUATION

1. All host sites are required to complete and submit the SITES Closeout Final Report to the Smithsonian **and submit a copy to OHC within 4 weeks of the exhibit leaving your community.**
2. Project Directors are required to participate in a focus group (online or via telephone) 6 and 12 months after the exhibition leaves the community.
3. The host organization must supply OHC with photographs and approximate visitation figures within four weeks of the exhibition closing.

J. AUTHORIZED SIGNATURES

The grantee stipulates that the signatures below include those of officials authorized to commit to the terms of this agreement, and that the officials have read and agreed to the terms of this agreement.

This agreement, when signed below by both parties, constitutes a binding contract between the host organization and the Oklahoma Humanities Council. No changes in the terms of this contract may be made without express prior written consent of both parties

OKLAHOMA HUMANITIES COUNCIL

By:



Ann Thompson, Executive Director

Date:

8/12/2015

Broken Arrow Historical Society Museum
Grantee

By: _____

, Project Director

Date: _____

By: _____

, Site Manager

Date: _____