

Kittitas County Historical Society, Inc. 114 E Third Ave Ellensburg, WA 98926 509.925.3778 www.kchm.org

## **Museum Use Policy**

The Kittitas County Historical Museum (hereafter "Museum") is operated by the Kittitas County Historical Society, Inc., a private, 501(c)3, charitable nonprofit organization. Use of the Museum reflects agreement and compliance of these terms and conditions.

## **General Rules**

There is no required Admission cost to enter the Museum during regular operating hours. Donations are accepted in lieu of Admission Fees (payable by cash or card). Some Museum programs do have required registration fees; guests are to inquire about any costs associated with programs prior to registering.

Guests to the Museum are not to touch the items on exhibit unless the display is clearly identified as an interactive / hands-on exhibit. If an item is interactive / hands-on, and allowed to be touched or interacted with, it will be identified with "orange hand" (hands-on) signage.

Guests to the Museum are to leave all bags, packages, food, and drinks at the front desk. This will enable an easier opportunity to experience and explore the Museum.

Guests to the Museum are not to take unpaid Museum Gift Shop merchandise from the Entry Room until payment has been transacted. Guests are permitted to leave unpaid merchandise at the Front Desk in order to enjoy their experience to Museum before finalizing their transaction on their exit.

All Guests to the Museum are to respect the Museum, its Staff and Volunteers, at all times and comply with any rules, regulations, or directions given to them. Any disrespect and/or violence may result in the Guest(s) being asked to leave. If the Guest(s) refuses to comply upon being asked, additional action may be taken, including being trespassed from the Museum and/or having law enforcement called.

## Photography and Videotaping

Still photography and videotaping for personal use only is allowed throughout the Museum, with some exceptions (those will be identified with "no photography" signage). Flash photography is not permitted. Commercial recording is permitted with approval by the Museum Director. No photographs or videos may be reproduced or distributed for sale without written permission.

Guests to the Museum are subject to being photographed and video-recorded for Museum purposes. This includes the express use of their likeness in promotional advertising. The Museum is monitored by close-captioned 24-hour video surveillance in all areas.

## **Collections and Storage Access**

Museum Staff and Storage Areas are closed to the Public. This includes the Collections Storage Areas. Researchers wishing to access materials not currently on display must make a research appointment to view these items.