

YORK AREA CHILDREN'S MUSEUM

Rental Specifics

Thank you for choosing York Area Children's Museum as your party site. We hope you have found the museum to be in good order and that you have a great time. Furthermore, we hope that you treat the museum and its exhibits with respect and care. Please reach out to Rose Scheinost at 402-750-5164 with any questions or concerns.

Keys

- The key labeled "OUTER DOORS" will unlock the South (outside) door of the auditorium.
- The key labeled "INSIDE DOORS" will lock and unlock:
 - o the craft room door (the first door on the right) down the YACM hallway.
 - o BOTH locks on the "Big Room" doors.

Doors & Locks

- There is an allen wrench in the craft room, top left drawer, to lock open the South auditorium door for the event guests. To keep the door in the unlocked position, press and hold the push bar in and insert the allen wrench. Twist the wrench until it clicks. When you release the bar, it will remain pushed in. **Please remember to lock the door at the end of the rental.** To do so, put the allen wrench in the hole again and twist in the other direction. The bar will pop out. **It is most imperative that the outside doors to the building are locked up after the rental.**
- There is a flip latch lock in the ocean themed sensory room. Please flip this latch at the end of the party to lock that specific door.

Payment

- Payment is due at or before the time of the event. Please remit your payment (\$50) into the silver money box on the countertop of the craft room.
- A cleaning deposit check (\$50) is due at the time of the walk through. If the museum is in appropriate condition at the end of the event, the check will be voided. Should the museum be left in poor condition, the cleaning fee deposit check will be deposited by YACM.
- Both checks can be made payable to York Area Children's Museum.
- The signed rental agreement can go on top of the money box.

Exhibit Electronics & Lights

- Grand Central Foods:
 - o Plug & unplug the cash register with the one plug in located to the right of the door. Follow the directions on the register to operate startup for use.
- The "Big Room":
 - o X-ray lights can be turned on and off at the York Animal Clinic and York General.
 - o The Investigator Area (under the fire truck) has black lights can be turned on and off at the light switch.
- The Ocean Sensory Room:
 - o Use the light switch to the left of the bubble walls to turn them, and the sound machine on and off.
 - o Use the switch on the power strip behind the cylindrical bubble walls to turn them on and off.

Cleaning

- Trash bags can be found in the craft room cupboards, in the bottom right cupboard.
- The vacuum and cleaning supplies can be found behind the safe door in the craft room.

First Aid

- Please note that the First Aid kit can be found in the craft room on the East wall, in the large, white case.

Restrooms

- YACM guests must use the restrooms on the South side of the auditorium, with the exception of any male patrons who need to use the handicap accessible restroom (located on the North side of the auditorium). A women's restroom is located near the front doors, and a men's restroom is down the set of stairs next to the women's restroom.

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Rental Agreement Checklist

Thank you for choosing York Area Children's Museum as your party site. We hope you have found the museum to be in good order and that you have a great time. Furthermore, we hope that you treat the museum and its exhibits with respect and care. Please complete the following checklist before leaving the museum and reach out to Rose Scheinost at 402-750-5164 with any questions or concerns.

Craft Room

- The floor is vacuumed as necessary and is free of any food residue.
- The art supplies are put away on the shelves, all caps are on markers, lids are on stamp pads, etc.
- The tables are wiped down.
- The trash cans are emptied and new bags have been put in place.

(Trash can be disposed of in the receptacle outside the North entrance of the auditorium to the far East.)

Sensory Room

- All Legos, building materials, and sensory items are in their proper places.
- All bubble walls & tubes are turned off/unplugged.
- Floor is cleaned of all toys. Vacuum if necessary.

Grocery Store

- All groceries, food items, and kitchen items are put back into their respective spaces.
- Shopping carts are empty and put in the cart return area.
- The main plug in at the check-out station is unplugged.
- Floor is cleaned of all toys. Vacuum if necessary.

Big Room

- All toys are returned to their appropriate exhibits and placed in their proper places.
- The x-ray viewing box lights are shut off in the York Animal Clinic and York General exhibits.
- The black lights under the fire truck are turned off.
- Floor is cleaned of all toys. Vacuum if necessary.
- The trash can is emptied and a new bag has been put in place.

The rental fee of the YACM is \$50 per reservation, due at the time of the walk through. A \$50 cleaning fee deposit check is also due at that time. If the museum is in appropriate condition at the end of the event, the check will be voided. If the museum is in poor condition, the cleaning fee deposit check will be deposited by YACM.

***I have completed each item in the above checklist, and I am leaving the museum in the same or better condition than when I arrived. If the following checklist has not been completed and the museum is not left in clean condition, I am aware and agree that I will be subject to a \$50 cleaning fee in addition to the \$50 rental fee.

X _____

Name

Date

Both event rental (\$50) and cleaning deposit (\$50) checks can be made payable to York Area Children's Museum.