



	No	Yes	
Chairs [up to 70]	<input type="checkbox"/>		<input type="checkbox"/> How many? _____
Tables [6 six foot tables and one four foot square]	<input type="checkbox"/>		<input type="checkbox"/> How many/size? _____
Coat rack [capacity of 80 coats] or [capacity of 20]	<input type="checkbox"/>		<input type="checkbox"/> Which size? _____

**EVENT FEES**

**SET-UP**

\$50 for 50 attendees or fewer  
 \$100 for 51-100 attendees  
 \$150 for more than 100 attendees  
 Total set-up fee \_\_\_\_\_

**FACILITY RENTAL**

*Regular museum hours are 11 a.m. to 5 p.m. Tuesday – Friday and 1 to 5 p.m. Saturday – Sunday.*

WSU organizations/departments:  
 \$25 per hour during regular hours  
 \$50 per hour outside regular hours  
 Total hours (including set-up/clean-up): \_\_\_\_\_  
 Total rental fee: \_\_\_\_\_

Public organizations:  
 \$65 per hour during regular hours  
 \$130 per hour outside regular hours  
 Total hours (including set-up/clean-up): \_\_\_\_\_  
 Total rental fee: \_\_\_\_\_

Total fees (including set-up and rental): \_\_\_\_\_

*Please note: A 50% deposit is required for all reservations.*

Edmiston Conference Room: The first-floor conference room is available at no charge to both WSU and community organizations during regular hours.

I understand Ulrich Museum policies and fees and agree to follow them upon approval of my facility use request. Please sign and return in person to the Ulrich Museum. Your reservation is not confirmed until the museum receives the completed form and required deposit. Call 316-978-3664 if you have questions.

Signature of user \_\_\_\_\_ Date \_\_\_\_\_

Ulrich Director approval \_\_\_\_\_ Date \_\_\_\_\_

*revised 01/08*

For Ulrich use only:	
Area(s) assigned _____	
Staff assigned _____	
Security assigned _____	
Confirmation sent by _____	Date _____
Calendar entry made by _____	Date _____
Invoice sent by _____	Date _____