

AGENDA  
MUSEUM COMMISSION  
April 11th, 2023 6:00 PM  
Harding House, 4th & Court, The Dalles  
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Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

**CALL TO ORDER**

- ROLL CALL: Elizabeth - Eric - Mike - Julie - Traci - Paulette
- APPROVAL OF AGENDA

**MEMBERS OF THE PUBLIC & COMMENTS**

Mike Middleton, Wasco County Finance  
Denise Dietrich-Bokum, Foundation Ex-Officio  
Crystal Davis-Ross, Museum Coordinator  
Ali Postlewait, Wasco County Administrator  
Susan Buce, Museum Registrar, Columbia Gorge Discovery Center and Museum

**MATERIALS-** (will be addressed per agenda, below)

AGENDA

MARCH MINUTES

FOUNDATION REPORT  
FINANCIAL REPORTS  
MUSEUM COORDINATOR REPORT  
ACCESSION POLICY  
EVENT RENTAL POLICY

**OLD BUSINESS:**

- Review and approval of the Agenda (**vote**)
- March Minutes (**vote**)

**NEW BUSINESS:**

- NAGPRA update (Sue Buce)
- Museum Coordinator Report
- Dawn's resignation / Secretary position vacant (Eliz.)
- Floorboards (Mike W.)
- Financial Reports (Mike M)
- Accession policy (Paulette)
  - Loaning items (Paulette)
- Event Rental Policy (Crystal)
- Update from the Building Committee (Eric and Traci)
- Foundation Report (Denise)

**NEXT MEETING: May 8th, 2023**



Commission Meeting – April 11, 2023  
Meeting Minutes

## 1. ROLL CALL

Commissioners Present: Elizabeth Wallis, Traci Griffiths, Julie Reynolds, and Mike Wacker, Eric Gleason. Absent and excused: Paulette Brook

Staff: Crystal Davis-Ross, Museum Coordinator

Members of the Public:

Mike Middleton, Wasco County Finance

Denise Dietrich-Bokum (Foundation Ex-Officio),

Susan Buce, Discovery Center

## 2. CALL TO ORDER

The meeting was called to order at 6:01 by Chair Elizabeth Wallis.

## 3. OLD BUSINESS

### A. Review and Approval of Agenda

Traci made a motion to approve the agenda, with Julie seconding. The motion was passed unanimously.

B. Approval of March 14, 2023 Minutes Mike Wacker made a motion to approve the March Minutes as corrected, Traci seconded, motion carried.

## 4. NEW BUSINESS

### C. **NAGPRA update (Susan Buce)**

Susan said that on February 27, 2023, she submitted the draft notice for the inventory completion for the two sets of human remains from the Winquatt Museum collection to the National NAGPRA program, and received confirmation of the receipt. The federal documents were submitted on behalf of Wasco County and the City of The Dalles Museum Commission. Once the notice is approved, which will take approximately a month to be finalized, it will be published in the Federal Register and the tribes listed in the notice will receive a hard mail copy of the notice. The estimated time of publication will be sometime in May, 2023. She had provided the board with a copy of her tribal contacts, which are primarily Kate Valdez from Yakima, Jennifer Carson Ungum from Umatilla, and Roberta Kirk from Warm Springs. The Oregon Public Broadcasting (OPB) and an organization called ProPublica have teamed together with plans to feature a documentary at The Ft. Dalles Museum on Friday, April 14, called Waikanushpun, the Salmon People. She believes that the screening is free, but they may be asking for reservations, if any of you wanted to come be a part of

that. As part of the publicity leading up to this event, OPB posted heavily on social media. Brandon Gillian, a contractor working with GeoVisions, posted a comment asking OPB why they were hosting an event at a location that reportedly had stolen ancestral remains, and said that the Ft. Dalles Museum had refused to repatriate, which is untrue. She said that the Museum Commission had been under the mis-assumption that the Columbia Gorge Discovery Center would take care of all of the NAGPRA issues, and since that is not the case, she clarified that the Ft. Dalles Museum is cooperating with repatriation and the tribes have been notified of that. ProPublica has been doing investigative research, and has been pressing the Ft. Dalles Museum for information, and the Columbia Gorge Discovery Center and Museum marketing manager, Mikey Goyette, has been fielding that. A short notice has been crafted to keep the tribes informed. She said the Museum is in a catch-22 because it's culturally sensitive. The three Confederated tribes of Warm Springs, Yakima and Umatilla are all involved but the content of what the notice is about will not be detailed publicly and, in her opinion, it is up to the tribes to reveal. She said she hopes the short statement will be enough to satisfy everyone. She did say she has withheld a long laundry list of items that are currently being under review by the tribes.

Elizabeth said that there's some context for what that commenter said; National Public Radio (NPR) did a four-part series on large institutions, like the Smithsonian, that had many items that qualify for NAGPRA and have been identified as items that need to be repatriated for over 15 years. NPR really was very critical of these large museums like the Smithsonian and others back in Washington, DC., asking what the hold up was for repatriation. She said that those situations are very different from The Ft. Dalles Museum's. She added that this piece of legislation was handed down without any financial support, and the Ft. Dalles Museum is doing the best that it can with the resources that are available to it, relying on volunteers and limited staff people doing the best that it can with a very small resource pool.

Susan said that one of the issues was that the NAGPRA laws came into effect in 1994 when all of the Winquatt collection was in storage. When it came to the Ft. Dalles Museum, they said that we would take care of it. The previous people working at the museum felt they had done due diligence by mailing a letter to the tribal chiefs, and they got no response from it. The Winquatt items came to the Ft. Dalles Museum in December of 2000 to 2001, and at that time, websites were not fully up and running. She said she spent the first year not only inventorying the collection, but trying to figure her way through a very obscure process. Now that she's been through it, she's a lot more confident knowing the steps to take and the order to take them in.

Elizabeth said she did not envy Susan her position of being in the crosshairs of ProPublica. She said that the Commission very much appreciated her efforts. Susan said that because the collection is owned by the Ft. Dalles Museum, NAGPRA was now telling her it was the museum's responsibility to take care of it. She said that the museum was now moving in the right direction, and is at the point where it can say, yay, we've done something, we've accomplished something. The tribal reps are well aware that she has been saying for a long time, "we want to get this done," so they know we're not refusing to do anything at all.

#### **D. Museum Coordinator Report (Crystal Davis-Ross)**

Crystal reported that the Museum has now had our two free admission days. The first was Sunday, March 26th. The results were 50 visitors total, six of those were local. Everyone else was very happy to find out they didn't have to pay. The second Saturday was on Saturday, April 1 and seven of those knew it was a free day. In response to a question, Crystal said that there were lots of people from Portland, partially because it was spring break. Crystal is working on getting a few more volunteers, which is an ongoing project. Crystal reported she is currently taking an online class in the care of

collections. She said it is going well and she is finding that we, as the museum, have a lot of work to do. We do not have proper storage for anything. She's also been told by the county that she has to take two days off each week since she is not approved to work overtime. If the museum cannot get coverage, it has to be closed for those two days. She would like to propose that each board member come to the museum and volunteer for a shift twice a month which will also give the board members a better idea of what is here and how we talk about it. This week there will be two more second grade classes from Colonel White school (Thursday and Friday), and they're both from 8:30 to 10:00; she will take care of those. For Cherry Festival, the museum will be open after the parade. The canopy has been found. She said she is also signed up for a virtual workshop, April 27 and 28<sup>th</sup>, offered by the Oregon Heritage as part of the Parks Department. It's about investing in your volunteers = engage, sustain and value. The museum's next volunteer meeting is Tuesday, April 18, at 10:00 at the Museum. She will be leading that meeting and inviting county staff, foundation and board members to attend and would also like to invite the county courts.

A general discussion followed about who is currently volunteering at the Museum. The bottom line is that the county may have to hire somebody for two days a week, which Crystal said she's been told is not possible. Elizabeth's response was then that the museum would have to close. The other alternative is to figure out a way to stretch the volunteers so that fewer of them are needed at any given time which would end up having more days of being open. Julie asked if there were always two volunteers, and Crystal said no, because occasionally volunteers are there alone. She said the museum seldom has two people in the morning and two people in the afternoon. She has people who are interested in being volunteers (Mary Gail Marklebarger and Mary Hill. She needs to get those people to come and talk to her.

Traci asked if the scenario was that we had to close for, say, two days a week, does Crystal have enough documentation and statistics on what the peak flow days and the not-so-busy days are. Crystal said there were no definite flow days and not-so-busy days, that it fluctuates. She said that somebody's going to say somebody's going to be unhappy about it in any event.

Mike Middleton asked who told Crystal about the staffing issue – was it coming from HR or from the administrative services? Elizabeth answered she was under the impression that Crystal had talked to Mike M. and HR. Mike M. said he did not remember a specific conversation. He said there might be some other options, which can be discussed a little bit more when the financial issue arises. He will do a little bit of investigating to have a discussion with Ali about what she's got going on, although the timing is not great. Some HR changes are coming because the HR director has resigned and her last day will be this month. He said he didn't like the idea of making Crystal work seven days a week for an extended period of time and burn out.

Crystal said what started this whole conversation is sometime in the next three years, she is going to retire, because she'll be 65 in July. And after that point, she would be happy to come and volunteer. In the meantime, if there was somebody available two days a week that could learn her job, the museum would not have the same problem as when Cal left. She said that's part of the succession planning.

Elizabeth said that part of the challenge is that it would be very difficult to close on two consistent days. Crystal said it could be either a Tuesday and a Thursday, but it would be hit and miss. People have been offended who come and the gates are locked. She puts the closures on Facebook, but not everybody checks Facebook. Elizabeth said she has a lot of people who poke her on Facebook for information, and she links them to the website; but they refuse to go to the website, and then proceed to ask her all the questions that are obviously on the website. Denise said, "you're not going to

please 100% of the people, 100% of the time.” Traci and Julie said it would simplify things to just have the days the Museum is open, and the days it is closed; that restaurants do it. Denise said museums are often closed on Mondays, and that would be her choice. Crystal reiterated that she would prefer not to close at all. She will follow up with the folks who have expressed an interest in volunteering and get them to come and do paperwork.

Denise asked how many volunteers the Museum had right now. Crystal said 13, but Mike W. said they are not all docents. There is no way to predict how many visitors will show up on any given day, so it makes the staffing challenging. Crystal said Lynn had some ideas of people to reach out to, not for staffing, but for revenue, for example the private schools, the home school network, inviting the city council to come, inviting the county court to come, inviting all these people that forget we're here. Elizabeth said to Crystal, “Good luck with your new volunteers.” If the museum has to close, it has to close. She said the Board will support Crystal on closing the museum when it's necessary. In the meantime, maybe Mike Middleton could find us a little pocket of money someplace. She asked if anyone else had any questions.

Eric said he went out to the Discovery Center earlier this week, and there was a volunteer that works there, Billy Connolly, who plans to drop by and see Crystal. He's the person that takes care of all their pests and bugs at the Discovery Center, and he's willing to do that. Crystal said she had talked to him, and she told him to talk to Eric because he wanted to know what kind of bugs we had. Eric said he was willing to put out little traps and lure bad bugs. Crystal said the Museum had an issue with box elders.

#### **E. Dawn's Resignation/Secretary Position Vacant**

Elizabeth said that Dawn had resigned from the Commission due to health concerns and she is looking for a volunteer willing to be a secretary. Crystal may have a potential new commissioner (Marla McNary) and Elizabeth said she would ask the potential new commissioner to join us for our next meeting.

#### **F Floorboards (Mike W.)**

Elizabeth said when the Museum was getting ready for opening, the stuff between the boards was coming loose in the surgeon's house and Mike said that it was probably the epoxy that was put in a couple of years ago. Eric said we might want to think about area rugs for the high traffic areas but Denise pointed out that could be a tripping hazard. Elizabeth said it's probably not something we're going to address during the season but she will follow up on finding out who did the floors years ago, and if perhaps there is any sort of guarantee or warranty.

#### **G. Financial Reports (Mike Middleton)**

This is the financial statement at the end of March 31, 2023, which is a fourth of the way to the year; the museum is at the 75% mark. Our total resources right now are \$39,000 greater than they were last year. At this point in time, balance has grown by that amount or by quite a bit. The total resources we've got in is greater this year than we had last year in at this time. Primary revenues are all at or well above their straight line. Execution is 75%. We looked at admissions, and broke those out, which look a little odd because there is a new straight line for all the cruise ship revenue. We're up over \$30,000, almost to \$31,000 for admissions if you include the cruise revenue with those together. So we're in a good spot. We're ahead of last year by over \$9,000 by this point in time. Memberships are still doing good, but there's no change from February. The museum is recovering from Covid, so it's now heading in the right direction. Looking at the operating revenues overall, just the operating cost there, which has increased by 125% when we put all of those together. So this is 125% of what it was last year, which is all to the good. The museum already passed what it budgeted for revenue

because it budgeted extremely conservatively. Part of that would be because of the cruise ships paying late from the prior fiscal year that arrived in this year. That's going to skew the numbers a little bit, but you're still heading in the right direction. Beginning fund balance is where it's going to be. The important thing to remember is interest rates are rising. So that's one of the reasons why interest is up compared to where it was this last year. The County had already fully transferred everything in at the beginning of the year. That's why you don't see a monthly amount; it was just put it all in there at the beginning. And then The Dalles has been making their monthly payment as they plan. We look at personnel costs. You're executing at 67%, which is within the 75%. Personnel is the most linear cost. Even though you close out through the winter, you do have some stuff going on there. That's a good place to see and we're well with where we need to be now. All operating costs together within 46% execution. That means we spent about half of what we would normally spend, or a little over half of what was projected by this point in time, which is great. We haven't had anything go through Ken's Capital or Contingency. We haven't had to touch Contingency to pull that up into anything this year. So we're doing well. The capital, we have \$18,000 budgeted in there, so we have a placeholder if you decide to execute on something. It was thought that if you needed to do regular capital or something where you're using the Anderson donation, that way you wouldn't have to go into Contingency. You would have it right there available to use. If you want to do something much more than \$18,000, then that would be using contingency in order to take advantage of the Anderson dollars. Total admissions are \$30,000 by the end of March, and we've got another three months ago, which are more of your peak months. So you should see that go up. It's realistic to expect you guys might be able to push \$40,000 again, which is what you were heading to before COVID. You're heading in the right path, maintaining control over your expenditures. You're being very conservative and frugal and responsible with your money ; the fund balance as of the end of March has grown by \$37,000. What that means is that as of the end of March, all revenues have exceeded expenditures by \$37,000; you have an extra 37 grand in your pocket growing. This affects the volunteer staffing situation. Is there money for increased staff time? There was an opportunity to get someone in on a part time basis at the low way into the range and he provided different staffing scenarios with differing cost factors. There is some room to do a part time position, perhaps, as long as we make sure we don't go crazy on the spending and keep the responsibility that you guys have been showing and are able to keep the growth. Closing the museum for two days a week may not be cost-effective, depending on the revenue from the cruise ships. We need to really make sure that we look at the numbers to see what would work the best. Right now a full time person is not feasible.

Julie asked if he had to say less than half time to avoid paying insurance.

Mike said he didn't like the idea of avoiding paying insurance. If the museum is able to bring someone in for three days, that provides coverage for the two days plus another day, that gives some flexibility in the schedule and also some time for them to actually work with Crystal or with one of the main volunteers to make sure that they are doing things the correct way. And it's much better if there's some overlap in there. He thinks there is room for doing something like that depending upon where the wages would be put. But what that would do is it also starts cutting into your margin for error where you are on your salaries.

#### **H. Accession Policy (Paulette) Postponed due to Paulette's absence from the meeting.**

#### **I. Event Rental Policy (Crystal)**

Elizabeth said that Crystal had started to revise the policy, but technological issues came up. She said she believed that all of the feedback that came from the event policy last time were incorporated and there are adjusted numbers. Eric had a question about the cancellation portion and Mike said he wanted clearer information on what would trigger cancellation by the museum. Elizabeth said she

would change that to confirm the 72 hour cancellation. Discussion followed about how much to charge for the length of an event and the buildings that were going to be included in the revised policy. Elizabeth said she'd review it to reduce some of the descriptive parts, I.e., what buildings would be included, the hours for tours, the costs involved in renting the spaces, the use of motorized vehicles (including but not limited to wheelchairs), etc. Mike W. asked if the staff knew the whole cruise ship scheduled to ensure we don't schedule on the weekend and that answer was they rarely come in on the week-ends. Elizabeth said she would revise the policy based on the board's comments, and get it over to the county to make it all legal and signed.

**J. Update From the Building Committee (Eric and Traci)**

Eric said that he and Traci had met with Randy Katz from the Foundation.

In a long discussion we came to the conclusion that the existing vehicle shed is made out of salvage materials, and while it's holding up okay, it definitely is at the point in its life where it's going to need some structural work if the building is going to be retained. He said that there was Martin money to work on the open vehicle shed. We also looked at the existing closed vehicle building on 15th which has some maintenance issues as well. It's possible that we could put a two story structure in that area and get rid of the open vehicle shed, or repurpose the open vehicle shed and put all of the vehicles in one building. Mike said he and Randy had gone out there and taken photo shots on the grade so he was going to plug those numbers in and see whether a two-story concept could even work. Randy says he has a person who's interested in the museum and interested in the wagons and would be willing to throw in a substantial amount of money for a new building. The museum could protect the wagons in the open wagon shed and put in some sort of climate control in the vehicle building with the money we have now. Ownership of the cars was discussed, because the Museum isn't sure it owns them but it's important to try and retain them because they are part of the history of the collection. and the agreement is that they would still be displayed at the museum.

**K. Foundation Report: (Denise)** said they were waiting for the weather to clear so they can resand, restrain and repaint. The check for the WCCT grant was received,so invoices can be submitted. We're going to apply for one of the grants for the humidity chambers. Crystal said it would be good to have a list of five or six, ideally, like "shovel ready projects," with estimated costs and/or the people to do it, so that when a grant might be available, they could make a match. The museum needs to take these project ideas to the Foundation. The supply of the Picturesque Frontier books need to be replenished and a window workshop should be scheduled which would be good publicity for the Museum.

The next meeting is scheduled for May 9, 2023 at 6pm.

**MEETING ADJOURNMENT**

The meeting was adjourned at 7:36 pm.

Respectfully submitted,



## Museum Coordinator Report for April 11, 2023 Commission Meeting

We have now had 2 free admission days. The first was Sunday 3/26; the results were 50 visitors total, 6 of those were local. The second was Saturday, April 1st; 48 total visitors, 7 of those people knew it was a free day.

We are working on getting a few more volunteers. This is an ongoing project.

I am currently taking an online class in the care of collections. It's going well and what I am finding is that we, as the museum, have a lot of work to do. We do not have proper storage for anything.

I have been told by the County that I have to take 2 days off each week since I am not approved to work overtime.

If I can't get coverage for the museum, I will have to close the museum for 2 days each week. I know that all of you as board members are dedicated to the success of the Museum. So I would like to propose that each board member come to the museum and volunteer for a shift (10-1 or 1-5) twice a month. This will give you, as board members, a better idea of what is here and how we talk about it.

This week we will have two more classes of 2nd graders from Colonel Wright School. Thursday 4/13 and Friday 4/14, both from 8:30 am - 10:00 am. Mike Wacker, Gretchen Kimsey, and I will be showing them around and answering questions.

We are gearing up for the Cherry Festival on April 22, 2023. This year we will have a booth in the community section. We will have a copy of Eric's overlay map with the streets labeled, stickers to give away, our wooden cutouts so people can take pictures, and much more. I am still looking for volunteers to help man the booth for 2 hour slots from 10-4. I have a crew to set up and tear down. If anyone has any other ideas for the booth let me know.

We will have the museum open from 1pm to 5pm, which will be after the parade.

I am signed up for a virtual workshop April 27 and April 28 Called: Investing in your volunteers; Engage, Sustain, Value. This is offered by the Oregon Heritage, a part of the Oregon Parks Department.

Our next volunteer meeting is Tuesday, April 18 at 10 am., at the Museum. I will be leading that meeting and invite County staff, Foundation and Board members to attend.

Submitted by Crystal Ross, 4.9.2023

## March 2023 Museum Financial Report

		FY23		FY23		FY23 -		FY23 /	
		Budget	FY23 Actual	FY22 Actual	Actual - Budget	Budget	FY22	FY22 %	FY23 / FY22 %
<b>Revenues:</b>									
<b>Nonoperation Revenues</b>									
Beginning Fund Balance	400000	90,011	114,903	82,661	24,892	128%	32,242	139%	
Restricted Fund Balance	400100	144,374	144,374	144,374	-	100%	-	8%	
Interest	417100	1,500	5,133	937	3,633	342%	4,196	548%	
Transfer General	451010	17,500	17,500	17,500	-	100%	-	100%	
Transfer Economic Develop	452080	5,000	5,000	5,000	-	100%	-	100%	
Transfer Capital Fund	453260	-	-	12,500	-	#DIV/0!	(12,500)	0%	
The Dalles	412175	22,500	16,875	16,875	(5,625)	75%	-	100%	
<b>Total Nonoperational</b>		<b>280,885</b>	<b>303,785</b>	<b>279,847</b>	<b>22,900</b>	<b>108%</b>	<b>23,938</b>	<b>109%</b>	
<b>Operating Revenue</b>									
Admissions	411150	25,000	22,730	21,679	(2,270)	91%	1,051	5%	
Admissions - Cruise Ships	411151	-	8,034	-	8,034	#DIV/0!	8,034	0%	
Memberships	411345	3,000	3,880	270	880	129%	3,610	1337%	
Merchandise	411220	2,000	981	301	(1,019)	49%	680	226%	
Donations	419100	2,500	4,896	3,131	2,396	196%	1,765	56%	
<b>Total Operational</b>		<b>32,500</b>	<b>40,521</b>	<b>25,381</b>	<b>8,021</b>	<b>125%</b>	<b>15,140</b>	<b>160%</b>	
<b>Total Revenues</b>		<b>313,385</b>	<b>344,306</b>	<b>305,228</b>	<b>30,921</b>	<b>110%</b>	<b>39,078</b>	<b>113%</b>	
<b>Expense:</b>									
<b>Operational</b>									
Personnel	51	56,137	37,596	33,750	(18,541)	67%	3,846	11%	
Advertising & Promotion	521100	5,000	1,641	1,222	(3,359)	33%	419	34%	
Postage	521125	500	193	232	(307)	39%	(39)	-17%	
Contracted Services	521500	30,000	3,145	503	(26,856)	10%	2,642	526%	
Telephone	522100	1,400	1,121	1,025	(279)	80%	96	9%	
Utilities	522115	7,000	4,049	6,074	(2,951)	58%	(2,025)	-33%	
Meals, Lodging & Registration	523500	1,000	819	-	(181)	82%	819	0%	
R&M Equipment	525115	500	92	647	(408)	18%	(555)	-86%	
R&M Buildings	525130	5,000	575	1,422	(4,425)	11%	(847)	-60%	
R&M Grounds	525145	5,000	700	2,946	(4,300)	14%	(2,246)	-76%	
Supplies	526100	4,500	2,827	2,464	(1,673)	63%	363	15%	
Books	526190	-	760	515	760	#DIV/0!	245	48%	
Equipment-Copier	527125	1,032	-	763	(1,032)	0%	(763)	-100%	
<b>Total Operational</b>		<b>117,069</b>	<b>53,517</b>	<b>51,563</b>	<b>(63,552)</b>	<b>46%</b>	<b>1,954</b>	<b>4%</b>	
<b>Capital</b>									
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%	
		18,000	-	-	(18,000)	0%	-	0%	
<b>Contingency</b>									
Contingency	570000	178,316	-	-	(178,316)	0%	-	0%	
		178,316	-	-	(178,316)	0%	-	0%	
<b>Gain/(Loss)</b>		<b>-</b>	<b>290,789</b>	<b>253,665</b>	<b>290,789</b>		<b>37,123</b>	<b>15%</b>	

## 4.3 Policy & Procedure

### **4.3.A Collections Acquisitions**

Objects will be accepted or otherwise acquired for the Fort Dalles Museum's collections according to the following conditions:

**4.3.A.1** Objects must be relevant to and consistent with the mission statement, and the purposes and activities of the Fort Dalles Museum. The purpose of the accessioned collection is to collect and preserve the history of the City of The Dalles/ Wasco County; specifically, and limited to:

- (1) the period of time before First Peoples interacted with settlers;
- (2) 1850-1920, with a preference on the military history of Fort Dalles, pioneer and homesteading activities in the area, the Sorosis Club of The Dalles, and;
- (3) the years that pertain to the construction, completion, and impact of The Dalles Dam Celilo Falls and those who relied upon the falls, for their physical and cultural sustenance, and for the education, recreation and cultural enrichment of visitors.

**4.3.A.2** Objects collected for the Museum will be designated for use in either the "accessioned" (i.e. Permanent) or "non accessioned" (i.e. Education or Exhibit Prop) collections when they are accepted by the Museum. If an object is accepted as "non-accessioned," it will so state on the Deed of Gift. Objects suitable for the non-accessioned collections shall be multiples of objects in the accessioned collection, reproductions or replicas, or those intended for study, use as exhibit props, or those lacking in relevant provenance. Objects designated for the non accessioned collections will be those assessed at the sole discretion of museum staff to be of no potential value to the accessioned collection of other nonprofit Museums and/or similar cultural institutions.

**4.3.A.3** Authority to evaluate and approve a potential acquisition / accession shall be vested in the Curator of Collections, the Museum Commission, and the Executive Director/Coordinator (as appropriate).

**4.3.A.4** Objects in the accessioned collection shall have permanence in the collections so long as they retain their physical integrity, identity, authenticity, and usefulness to the Museum.

**4.3.A.5** While the Museum makes no specific warranties to transferors of the future care and preservation of objects donated, it will endeavor to provide the highest practices of due care, specifically: preventative conservation, storage, handling, and display under conditions that will

ensure the object's availability for future generations, in keeping with professional museum standards.

**4.3.A.6** The Museum will grant preference to the acquisition of objects for the accessioned (i.e. Permanent Collection) over those of the non accessioned collections.

**4.3.A.7** An object that will, in all probability, result in major future expense on the part of the Museum should be carefully considered before it is accepted.

### **4.3.B Provenance & Legal Title**

Prior to accessioning a collections object, the transferor must provide reasonable proof (i.e. item has been in the family for a number of years) that he/she can and will convey good, clear legal title.

**4.3.B.1** Museum staff should have reasonable assurance that an object has not been exported from its country of origin in violation of that country's law, the ethical guidelines defined by the United Nations (UNESCO) Treaty of 1972, or in violation of federal or state antiquity laws.

**4.3.B.2** The Museum shall not acquire animals or animal parts, feathers or other bird parts, nests, or eggs in violation of international agreements, federal, or state law. **4.3.B.3** Title to all objects acquired for the collections should be obtained free and clear, that is to say without restrictions or limitations. However, conditions (where accepted by the responsible Museum staff member) should be stated clearly in an instrument of conveyance, made part of the accession records for the item(s), and strictly observed by the Museum in all activities involving the accessioned collections item(s). All restrictions or limitations must be unanimously approved by the assembled Museum Commission and the reason(s) for the acceptance of said restrictions clearly stated in writing.

**4.3.B.4** If the use of the object is restricted or encumbered by 1) An intellectual property (copyright, patent, trademark, or trade name, or 2) By its nature (e.g., obscene, defamatory, potentially an invasion of privacy, physically hazardous etc.), acceptance of the object must be in writing and must be approved by the assembled Museum Commission. Documentation to this effect will state in writing why said object is accepted and will be made part of the object's accession file. A legal instrument of conveyance, setting forth an adequate description of the object(s) and precise conditions of transfer, should accompany all gifts and purchases and should be kept on file at the Museum. This document

must be signed by the seller or donor and by the Curator of Collections, Museum Director/Coordinator and an authorized Wasco County Dalles City Museum Commission representative.

#### **4.3.C Tax Consequences of Donations**

Donations to the Museum are tax deductible (to the extent provided by law) as charitable contributions for the value of the property as determined by an appraisal, receipt, or other valid documentation,

##### **4.3.C.1 The responsibility of providing an appraisal lies with the donor.**

Staff members shall not appraise donations, as this represents a clear conflict-of-interest on the part of the Museum, while at the same time interposing the Museum between the donor and the mandates of the Internal Revenue Service (IRS).

**4.3.C.2** No acquisition shall be appraised by a trustee, staff member, or any other person closely associated with the Museum, although under limited circumstances staff may render impartial assistance to donors seeking independent, qualified appraisers. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the Act for further clarification).

**4.3.C.3** For information regarding tax deductions, donors should consult Internal Revenue Service (IRS) Publication 561, "Valuation of Donated Property," and Publication 526, "Income Tax Deduction for Contributions," or contact their own tax specialist. The Wasco County tax ID number is 93-6002315.

#### **4.3.D Accessions Documentation**

An electronic and physical file arranged by accession number in chronological order shall be maintained under supervision of the Curator of Collections. These accession files shall contain the muniment, transfer documentation, or instrument of conveyance of each acquisition from each source. The muniment shall be of a form that proves the Museum's unqualified, good, clear legal right to accessioned items. No accession file or its contents (whether active or "deaccessioned") shall ever be destroyed, purged or otherwise altered in any manner. All other facts pertaining to the circumstances of acquisition, care, use, deaccession, and disposal should be adequately documented in the Museum's collections records.

**4.3.D.1** Acquisitions to the Permanent Collection shall be promptly accessioned upon receipt and acceptance under a system approved by the Executive Director or Commission and overseen by the Curator of Collections.

**4.3.D.2** Acquisitions designated for the Permanent Collection shall be promptly registered in the Accession Ledger, maintained by the Curator of Collections. As each donation is recorded a copy of the “Accession Record” (derived from the PastPerfect collections management system) shall be printed and placed in the accession file. Every 10-15 years copies of the Accessions Records shall be bound and placed in the Accession Record Book. All accession books are to be kept in the fire proof cabinet(s) with the accession records.

**4.3.D.3** A unique number shall be assigned to each donation and to each object within each donation to the Museum’s Permanent Collection. Numbers shall be used for collections recordkeeping. All objects shall be legibly marked with their unique numbers in a permanent but reversible medium. All records pertaining to a particular object shall be marked with that object’s unique accession, or catalog number.

**4.3.D.4** The numbering system in use at the Museum will be a variation of the tripartite system commonly used in American museums. The first part of each collection item number shall consist of the four numbers corresponding to the year in which the donation was made. The second part of the number will be separated from the first by a period, and shall be chronologically assigned to represent the order in which different accessioned collections are donated within a given calendar year (e.g. the thirty-second collection donated in 1989 would thus be assigned the number 1989.32). The third segment of the three-part number shall be separated by a period from the first two parts, and shall be assigned to create a unique number identity for each object within the accessioned collection. “Object numbers” will thus represent a numerical ranking of objects within the donation (e.g. the fifth object in accessioned collection 1989.32 would bear the identifying object number 1989.32.5). Lower case letters shall be used in conjunction with an accession number to reflect the existence of related or detachable parts, or a duplicate (e.g. two duplicate photographs of the same subject would be numbered 1989.32.5a & 1989.32.5b). Collectively, this number shall be known as the “accession number” (i.e. the catalog number) and will be used as the basis for the maintenance of collections records.

**4.3.D.5** Once the decision to accession has been made, a copy of the Deed of Gift shall be drafted and sent to the donor, along with a letter of thanks, for the donor to sign and return. The accession number for the donation shall appear within the letter of thanks as a reference number.

**4.3.D.6** A Deed of Gift Form **MUST** be executed for ALL accessioned collections items moving forward from the date these by-laws are approved. Previously accessioned items are exempt. This form must be signed and

dated by the donor and countersigned / dated by the Curator of Collections (or the Executive Director/Coordinator, where appropriate) in order to effect a legal transfer of the donated items. The donation should be listed in sufficient detail to accurately identify each individual item (and its subsequent or related parts) in a given accession (eg. the correct listing of a donation of household items on a Deed of Gift Form would include, “lamp, teapot, dinner plate, etc.” rather than the more generic and less descriptive “household goods.”) Photographs of the donation should be included in the physical accession file. The fully executed Deed of Gift then becomes part of the permanent accession file, and represents the Museum’s legal title to the donated object(s).

**4.3.D.7** Once the Deed of Gift is fully executed, a photocopy of the Accession Record shall be placed in the accession file, illustrating the date of accession, name of donor (unless anonymous), and a complete, detailed listing of the donation, including each object’s assigned accession number.

**4.3.D.8** The accession number shall be placed upon the Deed of Gift Form, as well as upon the object itself (see Sections 4.3.D.11 – 4.3.D.14 below). The accessioned object shall be numbered thereon (as appropriate), and also tagged with an acid-free tag which includes the accession number, a brief description of the object (eg. “vase,” “chair,” etc.), a location code, and a date whenever possible (e.g. ca. 1972).

**4.3.D.9** All accessioned collections objects are to be entered into the PastPerfect collections management system. Staff members should bear in mind that the section “Contacts” should be filled out with the donor’s name, address, and information first. The accession and individual catalog records shall then be entered per PastPerfect instructions (see the PastPerfect manuals in the Registrar’s Office for accessions entry procedure).

**4.3.D.10** Each accessioned object shall then be cleaned and repaired at this time (at the discretion of the Curator of Collections), housed in the appropriate acid-free materials, numbered, tagged, and placed in the appropriate storage location. Where deemed necessary by collections staff, a brief condition report may be completed and added to the accession file.

**4.3.D.11** When numbering objects with a dark background (non-archival), a white acrylic paint, rapidograph ink or appropriate archival pen, and reversible Soluvar B67 lacquer (in that order) shall be utilized to number an accessioned collections object. For an object with a light background, Soluvar B67 lacquer shall be employed, followed by the accession number in archival ink, and finished with lacquer again.



**4.3.D.12** Books are to be numbered with a No. 2 lead pencil on the back, inside cover, in the lower, right-hand corner, or as near thereto. If unable to number in that area, the next position chosen should be the back, inside cover, upper right-hand corner, followed by the lower left-hand corner of the opposite page, and finally the upper left-hand corner of the opposite page if all previous positions on the back and inside cover are unavailable. If none of these options are possible, the book should be numbered on the front, inside cover, upper left-hand corner, followed by the lower left-hand corner if unavailable, etc.

**4.3.D.13** All paper, photographs, prints and other “archival” materials are to be numbered with a No. 2 lead pencil, reasonably sharp but pressed with care. Standard English number symbols shall be utilized (eg. the number “7” should be shown as “7” and NOT crossed).

**4.3.D.14** When numbering photographic materials, the object number should appear on the print AND the negative, either on the print itself or written upon the archival sleeve of the negative. Photographic negatives will be prefaced by an “N-“ (eg. “N-1998.12.1” representing a negative accessioned as the first item in the twelfth accession of 1998).

## **5.1 Definitions**

*Deaccessioning*-The process used to formally approve and record the removal of a collection item or group of items from the Museum’s collections.

*Disposal*- The act of physically removing a collection item or group of items from the Museum’s collections.

## **5.2 Principles**

The deaccessioning and disposal of collections is fundamental to the work of the Museum, in that it permits for a considered and constant re-evaluation of the collecting efforts of the Museum in light of extant resources, changing audience demographics, and shifting mission-driven objectives. The Museum requires responsible, disciplined deaccessioning of collections via a rigorous adherence to the following principles:

**5.2.A** As a general rule, collections are acquired for the collections of the Museum only when there is a good faith intention to retain the material for an indefinite time period. Collections are retained as long as they continue to serve the goals and mission-driven objectives of the Museum and can be properly maintained and used;

**5.2.B** Deaccessioning and disposal are a legitimate part of responsible collections management practice. Prudent collections management

includes judicious consideration of appropriate deaccessioning and disposal. The periodic review, evaluation, deaccessioning, and disposal of existing collections are intended to refine and improve the quality and relevance of the collections, with respect to the Museum's mission and purposes. Deaccession and disposal procedures are designed to ensure thoughtful, well-documented consideration of each proposed collection item in the context of the long-term interests of the Museum, the general public, and the collection object.

**5.2.C** Deaccessioning and disposal occur for a variety of reasons, such as: deterioration of collection items beyond usefulness, duplication or redundancy of collection material, insufficient relationship of collection items to the mission and goals of the Museum (such that they are judged to be better placed elsewhere), repatriation, and selection for consumptive research or educational use.

**5.2.D** The Museum disposes of collections by a variety of methods, such as: donation, transfer, exchange, sale, repatriation, and destruction.

**5.2.E** Collections may be deaccessioned and disposed of only in accordance with established authority and only when consistent with applicable law and professional ethics. All applicable federal, state, local, and international laws, treaties, and regulations and any other applicable restrictions will be observed and documented during the Museum during the deaccessioning and disposal process.

**5.2.F** Proceeds realized from the disposal of collection items must be designated either for further collections acquisitions, or for the preventative conservation, due care, and maintenance of existing collections.

### **5.3 Policy & Procedure**

#### **5.3.A Collections Deaccessions**

No accessioned object or collection shall be removed from the Museum's register and physically disposed of except by strict conformity to the following rules:

**5.3.A.1** The authority to propose a potential deaccession / disposition shall be vested in the Curator of Collections and/or the Museum Director (as appropriate). As the staff member most directly responsible for collections management, the process shall be initiated by the Curator of Collections (or Museum Director/Coordinator when there is not a Curator of Collections). When the Curator of Collections and/or Museum Director/Coordinator deem it advisable to deaccession any object or collection owned by or deposited with the Museum and the proposed

deaccession is duplicative, superfluous, deteriorated, incompatible with the mission, or otherwise deemed to be disposable, the Curator of Collections shall prepare for the Museum Director/Coordinator and the Museum Commission a deaccession recommendation. All deaccessions must be approved by the Museum Commission. Upon deaccession, the deaccessioned object or collection may be disposed of as provided by state law. Objects with a value of less than \$5,000 may be disposed of in any approved manner. Objects with a value of more than \$5,000 must be appraised and offered to the public at auction. Disposal of collections objects through sale shall be conducted solely for the advancement of the Museum's mission, and use of proceeds from the sale of collection materials is restricted to the acquisition and/or direct care of collections.

**5.3.A.2** No donated object shall be deaccessioned for any reason within two (2) years of the date of its acquisition (see U.S. Tax Reform Act of 1984 and IRS regulations for further clarification).

**5.3.A.3** While a Deed of Gift ostensibly provides the Museum good, clear legal title, as a matter of courtesy to the donor or his/her heirs, the Museum will endeavor to notify the donor or his/her heirs of the intent to deaccession and will explain the reasons thereof (where practicable). Further to this effect, the Museum will exercise a reasonable effort to determine the last known address of the donor.

**5.3.A.4** An acquisition fund shall be created to which all net proceeds resulting from deaccessioning of collections objects are deposited and which (with Board approval) withdrawals are made only for collections acquisitions and/or direct care of the existing collections. This fund shall be known as the *Museum Acquisition Fund Collection*.

### **5.3.B Deaccessions Documentation**

**5.3.B.1** Once it has been determined that a deaccession proposal shall be prepared, the Curator of Collections shall draw up the following forms for submission to the Museum Director/Coordinator and the Wasco County Dalles City Museum Commission for signature and approval: 1) A Deaccession Memo shall list a brief description of the items proposed for deaccession, the accession number, the reason for deaccession, the party to whom transfer is to take place, and an estimation of the value of said objects, if possible: 2) A Letter of Transfer which shall convey the reasons for the deaccession and shall specify transfer to the appropriate party or institution. Two copies of each form shall be drawn up, with one to be placed in the accession file and the other to be placed in a deaccession book. All pertinent documents:

- Deaccession Proposal
- Transfer Proposal
- Auction Sale Form
- Repatriation Form
- Disposal Form

shall be signed and countersigned by the Museum Director/Coordinator, and Curator, in all cases and additionally by the donor or their designee when available. Additionally, the transfer/repatriation recipient, shall sign when item is transferred, sold, or repatriated. An item whose donor and/or descendants cannot be located will not require that countersign on the deaccession documents. In the case that the museum does not have a Curator of Collections, the appointed representative of the Wasco County Dalles City Museum Commission must sign, since the Museum Director/Coordinator would be acting as the Curator of Collections.

**5.3.B.2** A complete record of ALL deaccessions shall be maintained by the Museum Director/Coordinator?) and the Curator of Collections and retained within the appropriate accession file. Such deaccessioned item files are kept with the accession files, and NONE of the accession files (whether active or deaccessioned) are EVER DESTROYED, PURGED, OR OTHERWISE ALTERED in any manner. If the total donation has been deaccessioned, the word “DEACCESSIONED” shall be noted on existing accession documents.

**5.3.B.3** When an object is deaccessioned, it shall be so noted in all relevant fields of the PastPerfect collections management database.

### **5.3.C Disposition of Deaccessioned Collections Objects**

In considering various alternatives for the disposition of deaccessioned collections objects, the Museum shall take into consideration that:

**5.3.C.1** The manner of disposition is in the best interests of the public the Museum serves, the public trust embodied in owning and maintaining collections, and the scholarly or cultural communities at whose behest the Museum conducts its operations.

**5.3.C.2** Preference shall be given to retaining artifacts dedicated to the preservation, conservation, education and interpretation of the military, architectural, agricultural, technological and diverse cultural history that is unique to Wasco County, the state or national materials that are part of the historical, cultural, or scientific heritage of the State of Oregon, United States of America, respectively.

**5.3.C.3** Consideration shall also be given to placing the objects (via gift, exchange, or sale) in another tax-exempt public institution where they may serve the purpose(s) for which they were initially acquired by the Museum. If the deaccessioned collections objects are offered for sale elsewhere, preference should be given to sale at advertised public auction or to the public marketplace in a manner that will best protect the interests, objectives, and legal status of the Museum.

**5.3.C.4** Deaccessioned collections objects may NEVER be given away or sold privately to anyone associated with the work of the Museum (i.e. Museum employees, Museum Commission members, friends of board members, employees of the County of Wasco, volunteers, docents, interns, or any other party representing or otherwise associated with any of the aforementioned groups).

**5.3.C.5** Retail outlets connected with the Museum, or its allied organizations, shall not be used in any way for the purpose of disposing of collections objects.

#### **5.3.D Restrictions On Deaccessioning & Disposition**

Before deaccessioning or disposing of any objects from the collections, a reasonable effort should be made by the Curator of Collections, Museum Director/Coordinator, and appointed representative of the Wasco County Dalles City Museum Commission to ascertain that the Museum is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Museum should act accordingly:

**5.3.D.1** Mandatory restrictions should be observed strictly unless deviation from their terms is deemed ‘impossible, impractical, or unethical’ and duly authorized by a court of competent jurisdiction.

**5.3.D.2** Collections objects to which precatory restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If practical and reasonable to do so (in consideration of the value of the collections objects in question) the Museum should notify the donor if it intends to dispose of such objects within five (5) years of receiving the gift, or within the donor’s lifetime, whichever is less.

**5.3.D.3** If any question exists as to the intent or force of gift restrictions governing a collections object proposed for deaccession and disposal, Museum staff should seek the advice of competent legal counsel.

# FORT DALLES MUSEUM FACILITY RENTAL POLICY

## Mission Statement

Fort Dalles and Anderson Homestead are dedicated to the preservation, conservation, education and interpretation of the military, architectural, agricultural, technological and diverse cultural history that is unique to Wasco County.



Thank you for considering the Fort Dalles Museum for your event. Fort Dalles Museum provides a unique historic setting for weddings, reunions, and special events. The Surgeon's Quarters, garrison grounds, and Anderson Homestead are listed on the National Register of Historic Places. The facility is one of the oldest museums in Oregon. Fort Dalles Museum is located at 500 W. 15th, The Dalles, Oregon. The Anderson Homestead is located on W. 16th Street, across the street to the south of the Surgeon's Quarters.

The structures that comprise the Fort Dalles Museum and Anderson Homestead are owned and operated jointly by Wasco County and City of The Dalles. We encourage visitors to enjoy the facilities, but please understand that our primary concern must be the protection of the structures and their contents. The special nature of the museum facility requires clear guidance for its use. It is located in a residential neighborhood. The rules and regulations that follow have been developed with careful consideration of the impact events may have on the museum facility, outlying buildings and grounds, as well as neighboring properties.

The following rules and regulations are to be observed and are enforced on the grounds of the Fort Dalles Museum:

- No Alcohol allowed. The only exception may be for a champagne toast, with previous permission of Museum staff.
- No person shall cut, remove or damage any flowers, trees or shrubs located on the grounds.
- No fires are allowed on the premises.
- All dogs within the facilities/grounds shall be kept on a leash at all times.
- No motor vehicles or motor bikes shall be operated, parked, or left standing at any place on the grounds.
- No person shall ride or drive any horse or non-domestic animal or permit any horse or non-domestic animal to go upon any portion of the grounds without permission of Museum staff.

- Exceptions may be made for reenactments, black powder events, or other events with previous permission granted by the Museum Commission. These events may require notification and permission from the City of The Dalles Police Department and/or the Wasco County Sheriff's Department.

## **FACILITIES**

The grounds of the Surgeon's Quarters and the grounds of the Anderson Homestead are available for rent. The interior spaces inside the museum, vehicle buildings or Anderson Homestead are not available for rent. Restrooms, located at the Surgeon's Quarters, will be available for the duration of the rental period.

At least one staff member will be present during the event. If additional staff will be required, as determined by Museum Staff, the renter will be billed at \$20.00 per hour per staff member.

## **GROUNDS RENTAL RATES**

- 8 hours : \$750.00. Event set-up and tear-down must occur during these 8 hours
- Any additional hours: \$75.00 each
- One and a half hours: \$225.00 (event minimum)
- All events will be charged a \$250.00 refundable cleaning deposit.
- Rental fees are required to be paid in full one week prior to the beginning of the rental period.
- A deposit of 50% of rental fee plus cleaning deposit is required in order to hold a date.
- If the event is canceled by the renter prior to 72 hours before the beginning of the rental period, a 100% refund is available.
- If the event is canceled by Museum Staff or Commissioners, no refund is available.

## **DAMAGES**

All renters agree to pay for any damage done to the facility or grounds by themselves, their guests, caterers, or employees during their rental period. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs are required the renter will be financially responsible for the cost of all repairs.

## **ADVANCE RESERVATIONS REQUIRED**

Reservations are granted on a case-by-case basis. All requests for use of the grounds must be approved in advance by the Museum Coordinator. If you intend to hold your event during normal museum public hours, you must be willing to share the premises with museum visitors in a manner that does not obstruct visitors from viewing the museum grounds, buildings, or artifacts.

## **USE OF THE MUSEUM'S NAME**

Advertising materials shall not give the impression that Fort Dalles Museum is a sponsor of your event. Do not use the museum logo without permission. All press releases, public service announcements and printed materials must list the museum as "Fort Dalles Museum" (do not abbreviate the word "Fort" to "Ft. ").

## **OTHER STRUCTURES ON THE MUSEUM GROUNDS**

The historic structures on the grounds, as well as the wagons, vehicles, and other objects, are to be considered "off-limits" and are not to be climbed on or entered. Tours of the Anderson Homestead and the vehicle buildings can be arranged. Please consult the Museum Coordinator to arrange tours.

## **CONDUCT**

One person from the event host's party must be identified as the point of contact and must be present at the event from the beginning of the rental period until the end. The point of contact shall conduct the event in an orderly manner in full compliance with all rules and regulations, and must follow the direction of Museum Staff at all times.

## **DELIVERIES**

All deliveries must be scheduled with the Coordinator's assistance. Vendors must be prepared to deliver rental items to the museum and should arrive with the necessary staff and equipment (hand trucks, dollies and carts) to accomplish this. Museum staff will not be responsible for the acceptance or movement of rental items or other event-related items upon delivery or pick-up. **Vendors and Renters are reminded that absolutely no vehicles are allowed to drive onto the museum grounds.**

## **WATER**

Water is available inside the Surgeon's Quarters in the restrooms, near the front gate during regular visiting hours, and at the drinking fountain near the front gate. Water availability is seasonally dependent; please verify with the Coordinator if you will need access to water.

## **CHILDREN**

Children are always welcome at the Fort Dalles Museum but should be attended by an adult at all times. Excessive ringing of the bells will not be permitted.

## **DECORATIONS**

If decorations – i.e. streamers, ribbons, banners or balloons — are used, they may not be fastened to the buildings, artifacts, or trees. Anchoring decorations to museum property (buildings, shrubs, artifacts, or trees) by nailing, tape, or other destructive methods is not



allowed, and any violation will trigger immediate cancellation of the event and all monies paid non-refundable. All decorations and signage must be removed before 10 a.m. the following day.

### **TENTS/CANOPY**

It is possible to rent large tents from various vendors in The Dalles area that may be set up on the grounds to provide cover from sun or rain. Permission must be obtained from the Museum Coordinator or designated staff in advance. Tents or canopies must be removed before 10 a.m. the following day. They must be self-supporting, and not be attached in any way to the buildings, artifacts, or vegetation of the museum. **Absolutely no staking of any kind will be permitted.**

### **CHAIRS AND TABLES**

Chairs and tables may be rented from vendors in The Dalles area. The museum has a number of picnic tables on the grounds. If the picnic tables are not in use, they may be moved out of the way by the renter to another location on the property, but must be replaced by the renter at the conclusion of the event. If the museum is open during that time to the public, the picnic tables must be located so they can be accessed by museum visitors.

### **RESTROOMS**

There are two wheelchair accessible restrooms available to the public. The restrooms will be open and available at all times during the event. At the Museum Coordinator's discretion, the renter may be required to provide additional temporary facilities.

### **TRASH**

All trash must be cleaned up after the event. Exterior trash cans are available, but excess trash must be hauled off the premises and properly disposed of. Any items remaining 12 hours after the conclusion of the rental period not placed in the designated "trash" area will be considered forfeit and the cleaning deposit not refunded.

### **PARKING**

Free parking is allowed bordering the museum grounds on 15th Street, Garrison Street, and 16th Street. Street traffic is not to be restricted and driveways to neighboring residences may not be blocked. If a limousine or horse and carriage have been rented for the occasion, the driver must remain with the vehicle if it is double parked and must provide access to any traffic attempting to move past the area. Streets may only be blocked off by obtaining a permit from the City of The Dalles.

**TRAFFIC CONTROL**

If a large amount of traffic is expected for the event, the Museum Coordinator may require that some form of traffic control be exercised, whether it is a police officer, traffic barriers, or some other control agent. City of The Dalles Police Department will also be notified by the Museum Coordinator.

**HOLD HARMLESS**

Renter assumes financial liability for any damage to, or loss of objects or property belonging to the museum, and for any personal injury incurred as a result of such use. Renter shall obtain insurance with a company authorized to do business in the State of Oregon and satisfactory to the Fort Dalles Museum, against claims for bodily injury or property damage under a policy of general public liability insurance in an amount not less than \$1,000,000 for bodily injury and \$1,000,000 for property damage.

All insurance required by this facility rental policy shall contain an endorsement naming Wasco County, City of The Dalles, Fort Dalles Museum, its officers, trustees, employees, and agents as additional insured.

You shall furnish the museum with the endorsement with proof of such insurance at least 14 days prior to the date of your event. If satisfactory evidence of insurance is not received by the Fort Dalles Museum at least seven days prior to the event, the Fort Dalles Museum may, at its option, cancel the event. **Fort Dalles Museum Staff or Commissioners may cancel your event without refund if proof of insurance is not produced 14 days prior to the event, for any misconduct by renter or their guests, or for violating any of the policies of this Agreement.**

If you have any questions about the policies outlined here, please do not hesitate to contact us for clarification at 541-296-4547 or [fordallesmuseum@gmail.com](mailto:fordallesmuseum@gmail.com)

Name \_\_\_\_\_ of \_\_\_\_\_  
applicant: \_\_\_\_\_ Address \_\_\_\_\_

: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_ Hours: \_\_\_\_\_

# of Guests/Participants: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Amount of coverage: \_\_\_\_\_

Will Food Be Served? YES NO Types of Food:

\_\_\_\_\_

Point of Contact: (name) \_\_\_\_\_

Point of Contact: (phone number) \_\_\_\_\_

**APPLICANT AGREES TO ABIDE BY THE FOLLOWING: (please initial each)**

- Museum Staff or their designated representative is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an individual to leave. \_\_\_\_\_
- Applicant agrees to abide by all City, County, State and Federal laws. \_\_\_\_\_
- Use shall be denied those violating Museum, City, and/or County Ordinances and Policies. \_\_\_\_\_
- Use of nails, tacks, staples, tape, or adhesives of any kind for decorations or signs is prohibited. \_\_\_\_\_
- Absolutely **no** confetti, fireworks, rice, sand, birdseed, Silly String, glitter, spray paint, or spray of any kind. Sparklers may be used only with prior permission of Museum Staff. Renter or Renter's Point of Contact is responsible for guests' adherence to this policy. \_\_\_\_\_
- No music or loud noise is allowed after 10:00 p.m. or before 7:00 a.m. The City of the Dalles ordinance (#5-23.3) must be followed in regards to noise, signage, and street access. \_\_\_\_\_
- The renter must receive approval of their decorating plans from \_\_\_\_\_

Museum Staff two weeks prior to the event. \_\_\_\_\_

- Renter is responsible for all set up and clean up within the rental time allotment. \_\_\_\_\_
- Smoking and vaping on the Museum grounds is permitted in the designated area only, to protect the buildings and artifacts. As a facility that receives federal funding, marijuana use is strictly forbidden.

\_\_\_\_\_

**To secure your date, the Fort Dalles Museum must receive:**

1. Completed and Signed Contract and Rental Deposit, payable to Fort Dalles Museum.

**14 Days Prior to Event the Fort Dalles Museum must receive:**

1. Proof of liability insurance,
2. Payment of cleaning deposit,
3. Proof of traffic control (if applicable)

**7 Days Prior to Event the Fort Dalles Museum must receive:**

1. Payment of outstanding balance of rental rate

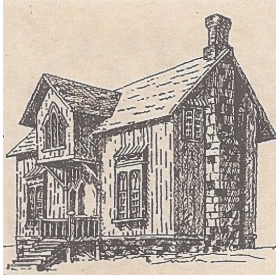
If payments are made by check, checks will be cashed prior to the event. Refunds will be made to renter in the form of checks, regardless of method of payment.

I have received, read, and agree to comply with the Fort Dalles Museum Facility Rental Policy. Failure to follow these guidelines and/or any request of museum staff may result in total forfeiture of renter's Deposit. I agree to hold harmless and indemnify Wasco County, City of The Dalles, the Fort Dalles Museum and its respective officers, agents and employees, and agree to be solely and absolutely liable with all respect to any and all claims, suits, or judgments against the museum, myself, or any of my guests that may arise from use of the museum by myself or any of my guests.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Fort Dalles Museum and Anderson  
Homestead Foundation**

PO Box 591  
The Dalles, OR 97058

**FDMAH Monthly Report**  
**March 2023**

**Fundraising/Projects**

Still waiting for weather to clear to restain/paint the wood so that outdoor signs can be mounted for the 2023 season.

Check for the WCCT grant was received, deposited and a check cut for the Museum to reimburse for the grant award.

Looking to promote donors to name the Foundation in the Fred Meyer (and other) Community Awards programs.

**Financial/Grants**

Will apply for a grant for the humidity chambers.

Foundation is interested in reviewing a list of “shovel ready” Museum projects that will need funding. We’ve received a number of inputs for grant opportunities & are creating a spreadsheet with due dates to better organize the efforts.

**Volunteer**

Volunteer Hours (Museum support) for December were 4.0, est value (4 x \$20) \$80.

**PR/Marketing/Promotion**

Will have some information available at the Cherry Blossom fair pertaining to the foundation.

**Other**

Next Foundation meeting is on May 15, 2023.

Submitted,  
Denise Dietrich-Bokum  
04/08/2023