Collin County
HISTORY
MUSEUM
in McKinney, Texas

Outside Event Facility Rentals & Use Agreement

Host your event surrounded by history, culture, and community.

Located in the heart of Historic Downtown McKinney inside the historic 1911 Post Office building, the Collin County History Museum offers a unique and memorable setting for meetings, celebrations, educational programs, networking events, fundraisers, photoshoots, and community gatherings. Rental proceeds directly support museum preservation, exhibitions, educational programming, and community initiatives throughout Collin County.

Perfect For

- Corporate meetings and retreats
- Networking mixers and receptions
- Nonprofit events and fundraisers
- Lectures and educational workshops
- Community gatherings
- Sponsor receptions
- Cultural programming
- Photoshoots and filming
- Private tours and experiences
- Small celebrations, birthdays, and social events

Overview

This Facility Use Agreement is entered into between the Collin County History Museum (CCHM) and the individual or organization requesting use of museum facilities for a private event. This Agreement is designed to protect the Museum's historic building, artifacts, and exhibits while ensuring a positive experience for all parties.

Rental Options & Rates

Space / Experience	Best For	Capacity	Nonprofit Rate	For-Profit Rate
Research Room	Small meetings, workshops, study groups, nonprofit planning sessions	12–15 guests	$35/hr during operating hours $50/hr after operating hours 2-hour minimum	$65/hr during operating hours $80/hr after operating hours 2-hour minimum
Main Gallery	Receptions, lectures, presentations, networking, celebrations, community gatherings	Approx. 65 seated Up to 120 standing	$125/hr after operating hours 2-hour minimum	$175/hr after operating hours 2-hour minimum
Photography & Film	Film/video shoots, branding, editorial, content creation	Inside and outside access	$50/hr during operating hours $60/hr after	$70/hr during operating hours $80/hr after

			operating hours	operating hours
Private Basement & Collections Tour	Behind-the-scenes rental add-on experience with a museum representative	Up to 10 guests included $10 each additional person	$200 per group Schedule in advance when renting	$200 per group Schedule in advance when renting

Group Tours

Volunteer docent-led tours scheduled in advance:
info@collincountyhistorymuseum.org

Group tours are led by a museum volunteer docent.

Base Group Tour Fee: $200 for up to 10 people
Additional Guests: $10 per additional person

Example Pricing:

- 10 guests: $200
- 15 guests: $250
- 20 guests: $300

Please contact us in advance. We may be able to accommodate larger groups based on staff availability and the museum schedule.

Larger groups may be split into smaller tour groups depending on staff availability and space.

Included Amenities

- Wi-Fi access
- Basic setup and breakdown
- Access to museum restrooms
- TV screen and HDMI cable access for Research Room rentals
- Up to four 6-foot tables and 50 folding chairs for Main Gallery/Event Space rentals, if available
- Access to kitchenette area with sink and prep table for approved events
- Museum staff member and/or volunteer onsite during event
- Event promotion on the museum website, social media platforms, and newsletter for eligible events

Event Timing

- The Museum is open to the public Fridays and Saturdays, 11:00 a.m.–5:00 p.m.
- Private events may be scheduled any day of the week, subject to museum approval.
- Events scheduled during museum operating hours may share portions of the museum with visitors unless otherwise arranged.

- Event rentals include one hour of complimentary setup time immediately prior to the event and one hour of complimentary tear-down time.
- Additional setup, event, or tear-down time must be approved in advance and may incur additional fees.

Member Rental Benefits

Collin County History Museum members receive priority consideration for facility rentals and special event bookings.

Reservations, Deposits, Payments & Cancellations

- A 50% deposit is required to reserve the event date. The deposit will be applied to the total rental fee.
- The remaining balance of all rental fees, service charges, and required cleaning fees is due on the day of the event prior to the start time.
- Accepted forms of payment: cash and credit card only. Checks and post-event payments are not accepted.
- Event reservations require a minimum of fourteen (14) days' notice, subject to museum approval.
- Cancellations must be submitted in writing to director@collincountyhistorymuseum.org.
- Deposits are forfeited if the event is cancelled within seven (7) days of the event date.

Policies & Protection

- No food, drinks, glasses, cups, or personal items may be placed on exhibit cases, displays, or artifact surfaces. Do not touch exhibits without approval.
- For larger events or events involving food and beverages, CCHM may require tablecloths or protective coverings over display areas and exhibit-adjacent surfaces.
- Any entertainment, music, alcohol service, décor, or special setup must be approved in advance by CCHM staff.
- Use is restricted to the approved event space only. Access to the basement, archives, or restricted areas is prohibited unless expressly approved in advance by CCHM.
- The Renter is fully responsible for the conduct, safety, and supervision of all guests.
- If alcohol is served, the Renter is responsible for verifying legal drinking age, monitoring impairment, and securing liability insurance for alcohol. No one under 21 may be served alcohol on Museum property.

Prohibited Activities & Items

- Firearms, fireworks, or illegal drugs
- Open flames, except birthday cake candles
- Sparklers, confetti, or glitter
- Smoking or vaping anywhere on Museum property
- Animals, except certified service animals or those approved in advance
- Nails, screws, push pins, staples, duct tape, or any materials that damage walls, floors, ceilings, furniture, or exhibits
- Violation of these policies will result in a minimum $100 fee, with additional charges assessed as needed.

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Liability, Damages & Additional Charges

The Renter assumes full liability for any damage to the building, grounds, exhibits, equipment, or furnishings, as well as loss or theft of guest property. Costs for repair, replacement, or specialized cleaning will be charged to the Renter.

CCHM reserves the right to charge additional fees for cleaning beyond standard post-event custodial work, tablecloth laundering or replacement, trash removal beyond standard receptacles, damage to exhibits/display cases/furniture/floors/walls/equipment, and use of prohibited materials or activities.

Event Conclusion Checklist

- Clear all tables
- Return furniture to its original configuration
- Remove all food and beverages
- Place trash in designated indoor trash receptacles
- Remove all non-CCHM décor and personal property
- Ensure no items are left on floors or exhibit surfaces

A CCHM representative will conduct a post-event walk-through with the Renter using this checklist. Failure to complete checklist items may result in additional charges deducted from the security deposit.

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Event & Renter Information

Renter / Organization Name: _____

Primary Contact Name: _____

Mailing Address: _____

City / State / ZIP: _____

Phone Number: _____

Email: _____

Event Name / Description: _____

Event Date: _____

Setup Start Time: _____

Event Start Time: _____

Event End Time: _____

Event Tear-Down Time: _____

Estimated Number of Guests: _____

Type of Event:

☐ Art Show / Exhibition

☐ Birthday Party

☐ Private Celebration

☐ Meeting

☐ Reception

☐ Networking Event

☐ Educational Program

☐ Workshop / Class

☐ Community Event

☐ Fundraiser

☐ Corporate Event

☐ Other: _____

For weddings, please contact the Director directly.

Will food be served? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No

If yes, describe / approval notes: _____

Outside Vendors: _____

Special Requests or Considerations: _____

Accessibility & Loading Access

CCHM is committed to accommodating guests as much as possible. The Museum has ramp access and back-door access available for guests who may need additional assistance entering the building.

Back-door access and use of the rear parking/loading area must be arranged in advance with CCHM staff so the area can be opened and available at the appropriate time.

Parking in the back of the Museum is for loading and unloading only and is not available for event guest parking unless approved in advance.

If you or your guests need additional accessibility assistance, please contact CCHM prior to the event. We are happy to accommodate requests as much as we are able based on the building, staffing, and event schedule.

Parking

Parking is free in the parking garage located across from the Museum. Street parking is also available, as well as parking in surrounding lots where parking is not restricted.

Parking behind the Museum is reserved for loading and unloading only and must be arranged in advance with CCHM staff. Rear access is not available for general event guest parking unless approved in advance.

Noise & Music Policy

Music, amplified sound, speakers, microphones, entertainment, and other sound-producing equipment must be approved in advance by CCHM.

Noise levels must remain respectful of the Museum, neighboring businesses, nearby residences, and other downtown visitors. CCHM reserves the right to request that music or amplified sound be lowered or discontinued at any time.

The Renter is responsible for ensuring that all vendors, entertainers, and guests comply with this policy.

Emergency Procedures

In the event of an emergency, the Renter is responsible for helping ensure guests remain calm, exit safely if needed, and do not enter restricted areas during an emergency.

Emergency exits, hallways, doorways, ramps, and access points must remain clear at all times. Nothing may block entrances, exits, fire extinguishers, alarms, or pathways.

For medical, fire, safety, or security emergencies, call 911 immediately and alert CCHM staff.

Photo & Promotional Release

By hosting an event at the Collin County History Museum, the Renter acknowledges and agrees that photographs and/or video taken during the event may be used by CCHM for promotional, marketing, archival, educational, social media, website, newsletter, and related museum purposes without additional permission or compensation.

The Renter is responsible for notifying guests, vendors, and participants that photography or video may occur during the event and may be used by the Museum for promotional purposes.

Liability Acknowledgment

The Renter acknowledges that CCHM is not liable for accidents, injuries, damages, losses, theft, or incidents that occur during the Renter's event, except where prohibited by law. The Renter assumes responsibility for the conduct, safety, and supervision of all guests, vendors, and participants during the event.

Agreement Acceptance

By signing below, the Renter confirms that they have read, understand, and agree to comply with the terms of this Facility Rental Agreement.

Renter Signature: _____

Date: _____

CCHM Representative: _____

Date: _____