

BROWN COUNTY HISTORY CENTER FACILITY USE POLICY

The History Center and grounds may not be used for any purpose that interferes with the mission of the Brown County Historical Society (hereafter referred to as BCHS) or is deemed unlawful, and all plans for use must be discussed with and/or submitted to the Events Coordinator prior to contracting. All fund-raising activities must be approved in advance by the Board of the BCHS or its designated representative. Further, the facility will not be made available to any organization that practices or advocates discrimination based on race, color, religion, sexual orientation, disability, or national origin.

All Users entering into an agreement to use the History Center facilities do so with the understanding that its primary mission is to connect people to the past by collecting, preserving, interpreting, and sharing the history of Brown County. As such, all exhibits, displays, signage, etc. within any area of the facility can be changed without notice to the User.

Reservations: All events must be scheduled with the Events Coordinator. A signed contract is required prior to all events, and all events will be considered confirmed only after receipt of the contract and payment of the security deposit and user fee.

In requesting the use of the facility, the User agrees to assume financial responsibility for any damage to or loss of objects or property belonging to BCHS, and for any personal injury incurred caused by any act or omission of the User and/or its guests. All security deposits will be refunded within 30 days after the event, provided no damage occurred, no excessive cleanup was required, and all policies were followed. Any decision to partially retain or not to return the security deposit is at the sole discretion of the Events Coordinator.

Insurance/Liability/Indemnification: Any party using the History Center shall be responsible for obtaining and paying for any special licenses, fees, or permits required. When applicable, the User shall file with BCHS a certificate of insurance naming BCHS as additional insured. A minimum of \$500,000 general liability is required. The User indemnifies the BCHS against all liability costs which arise in connection with the use of the facility, except that which results from negligence or willful misconduct of the BCHS.

Cancellation: If an event is cancelled by the User up to 30 days in advance, 75 percent of the rental fee will be returned. The security deposit will be refunded in full. If given less than 30 days' notice, only the security deposit will be refunded.

Smoking: The History Center and grounds are smoke-free facilities.

Alcohol: Alcohol may be served ONLY in moderation with food and done in accordance with all applicable local, state, and federal laws. Some caterers provide the state permit and provide a licensed bartender. Otherwise, if alcohol is served, a Beer and Wine Authority Type 118 Application must be submitted to the State of Indiana for each event, a permit obtained and copy given to the event coordinator. Event coordinator has applications. Fee of \$50 is payable to the State. Throughout the event, only a licensed bartender is to serve any alcohol. A copy of the bartender's license must be provided to the coordinator. The serving area must be roped off and a sign posted stating that no one under 21 is to enter. NO KEGS of beer are permitted at the History Center. Coolers may be used for bottles and cans. Care must be taken to protect the wood floor. All disposal of containers must be done per the instruction of the coordinator.

Food: Eating and drinking may be restricted in some areas, including the facility's galleries. A catering kitchen is provided for events in the Grand Hall. It is not a preparation area. A caterer brings food ready to serve. The event coordinator will give instructions for use of the kitchen, serving and clean-up.

Cleaning and Maintenance: Cleaning and maintenance services are provided prior to and after the Events in public spaces, restrooms, and the Events space reserved. However, additional fees may be assessed should clean-up be deemed excessive. Janitorial and supervisory assistance on the date of use is not provided, and it is up to the user to provide manpower for setup and cleanup.

Security: An Historical Society representative is required for all events. There may be an additional fee of \$10 per hour, to be paid in full by cash. Additional charges could apply where more personnel are required due to the size or services provided.

Decorations/Set-Up: Users may begin decorating and/or set-up based upon the agreed upon *Begin Reserve Time* indicated in this contract and must adhere to the following:

- Room set up and tear down is the responsibility of the User.
- All decorations and set-up plans must have prior approval of the Events Coordinator.
- All decorations are to be provided by the User.
- Nails, pins, wire, or tape may not be used to apply decorations to any building surfaces.
- All floral arrangements and plant matter brought into the building must be clean & pest free.
- Displays are not to be moved. Nor are pictures, cabinets, or other historical items to be decorated.
- Smoke effects, explosives, or pyrotechnics are not permitted.
- Unprotected flames (including candles) are not permitted except for food warming devices.
- Rags/toweling for cleaning up any accidents or spills are to be provided by the User. Spills should be wiped up immediately. Mops, and brooms are available for use.
- The BCHS's pots, pans, tableware, foodstuffs, or kitchen supplies are NOT to be used. The microwave, stove, refrigerator, serving utensils, and coffee urns are available for use.
- Use of confetti, glitter, rice, birdseed, silly string, or bubbles is prohibited.
- Small children are to be supervised, especially around museum displays.
- The History Center will not be responsible for any decorative items left after an event.
- Users are expected to return room to its original layout and clean up kitchen (if used) before they leave.
- All tear-down must conclude by the *End Reserved Time* indicated in the contract.

Equipment: Tables, chairs, and coffee urns are available for use. All other equipment and supplies must be obtained by the User at their expense. The History Center does not assume liability for any items delivered or stored on the premises, and all equipment and materials brought in must be removed immediately following an Event. All personal equipment is used at the sole risk to the User.

Sales: Revenue generated by BCHS supports the programs and mission of this organization. Therefore, sales of any products including books, videos, CDs, apparel, etc. by any group other than BCHS are prohibited at the History Center without the approval of the Events Coordinator.

Parking: Limited parking is available around the building on a first-come, first-served basis.