

## **Community Room Use Policy**

### **Availability**

The FCHS rents the use of its Community Room for business, private, and non-profit meetings and events 5 days a week, as Museum activities permit. Use of the Room is on a first-come-first-serve basis, with the Museum maintaining priority of use.

### **Capacity**

The Community Room can be rented for a number of gatherings large and small:

Standing events and receptions, 75 maximum.

Seated events, chairs only, 60 maximum.

Seated events requiring tables, 50 maximum.

### **Facilities**

During your event, guests are welcome to explore the exhibit floor. If desired, arrangements can be made to have a docent available to lead your guests on a tour of current exhibits. The FCHS Community Room, public restroom, museum and parking lot, are ADA accessible.

### **Rates**

Non-Profit Organizations

- Open hours – \$20 per hour
- After hours – \$35 per hour

Businesses and Private Citizens

- Open hours – \$35 per hour
- After hours – \$50 per hour

After your event, you are responsible for cleaning-up trash, messes, or spills that resulted from your event. Trash and recyclables may be disposed of on-site.

### **Setup & Takedown Fee**

Setup and Breakdown of tables and chairs by museum staff available for an additional fee of \$50. Your table settings (cutlery, plates, cups) can be set up for you if you provide them at least one day before your event, for a fee of \$10.

Depending on availability, you may set up your own space a day early for a fee of \$35. Day-of set up requires no additional fee.

Technology Setup if required (projector and screen), included in the rental cost. We recommend testing your presentation software prior to your event.

### **Kitchenette Use**

Use of the refrigerator or freezer is included in your rental. Use of utensils, beverage pitchers, and serving trays are also free to use, we just ask that you wash them when you are finished. Use of coffee pot and electric kettle are available and coffee filters are provided; other items you supply. You are not responsible for cleaning these items, clean-up is included in rental of appliances.

### **Restrictions**

In order to protect the Museum's collections and historic building, there are several precautions that must be taken which limit the activities that may occur on site.

These restrictions are as follows:

- No smoking is permitted within the building, or within 20 feet of the building.
- No food or drink is allowed in the Museum or Genealogy Room, it must remain in the Community Room.
- You may visit the Museum during your event, but you must observe standard museum policies of not touching or handling objects, or entering into the staff only areas.
- Serving of Alcoholic Beverages are ONLY PERMITTED with a licensed caterer.

### **Disclaimer & Liability**

The Community Room and associated items used are the responsibility of the Rental Party for the duration of the use of the Room. Damage incurred or theft of items during an event is the responsibility of the Rental Party to reconcile. The FCHS cannot be held responsible or liable for damages or loss of property incurred in the use of our public parking lot.

### **Additional Rules for the Use of the Community Room**

The following additional rules apply:

- When used as a rental, FCHS rooms are not to be used for the sale of goods or services or recruitment of or marketing to prospective commercial clients.
- enters may use the community room for business or organizational meetings or private events –however, no admission may be charged and no products or services may be advertised, solicited or sold without the express written consent of a FCHS staff member.
- Meeting rooms may not be used for profit-making ventures or by representatives of profit-making companies and/or organizations to market such ventures or otherwise advertise or sell their goods and services.

- Parties, showers, memorial services and other receptions cannot be held in the library.
- Groups cannot use the library's name, address or telephone number as their official address or contact information.
- Groups may not publicize their meeting or event in such a way as to imply FCHS sponsorship.
- Groups renting the library's meeting rooms may advertise their meeting through membership lists, private emails lists, opt-in marketing lists or other channels that reach a pre-defined group of members. Any advertisements of the meeting must include the following: The Fillmore County Historical Society does not advocate or endorse the viewpoints of meetings or meeting room users.
- Individuals may not smoke, use e-cigarette devices, consume alcoholic beverages or cook in the FCHS complex.
- The FCHS is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the history center..
- Use of the meeting room shall not conflict with normal library operation or with library sponsored meetings, programs or activities.
- Groups will adhere to the Library Code of Conduct and keep noise levels consistent with the proper atmosphere of the library at all times.
- Groups that wish to hang items in the meeting rooms must use library-approved supplies.
- Meeting rooms must be completely vacated by closing time or upon direction from a library staff member due to an alarm, health and safety issue, or other issue in the library.
- Meeting room users are responsible for leaving the room in the same condition as originally found. The library reserves the right to charge a fee in the event the room is not returned to its original state following a meeting, and reimbursement of costs to restore the condition will be the responsibility of the renter.
- Audiovisual Equipment: The library's meeting rooms are fully equipped to offer technical support for presentations and workshops. Groups may use their own equipment provided the library network and/or audiovisual systems are not compromised or unduly burdened. The library's facilities manager must be consulted before approval is granted for outside equipment to be used.
- Any library equipment used must be left in the same condition in which it was found. Damage or loss of any library equipment or property will result in a financial liability to the individual and/or group reserving the room.
- Cancellations/Denial of Meeting Room Privileges:
  - The Executive Director reserves the right to cancel any application. An appeal of this decision can be made to the FCHS Board of Directors at a regularly scheduled meeting.
  - The signer of the meeting room application must inform the FCHS Administrative Office if a meeting is cancelled. In order to receive a refund,

notice of cancellation must be received at least three days prior to the scheduled event. The library reserves the right to deny meeting rooms to organizations that repeatedly cancel meetings or repeatedly fail to notify the library of cancellations.

- No group will be permitted use of a meeting room if that use poses a potential disturbance to the normal operation of the library (e.g. excessive noise, a safety hazard or a significant security risk). The Executive Director may also deny the use of meeting rooms to groups that violate meeting room policies.