Little Snake River Museum
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307-383-7262 LSRMuseum@DTEworld.com
Please keep this portion.

OUT OF DISTRICT FACILITY USAGE AGREEMENT

All persons wishing to reserve the use of the Little Snake River Museum facilities must sign this agreement and agree to follow the guidelines for facility usage listed below. Please remember that your signature on this agreement constitutes responsibility for the attendees of your event and will hold you responsible for any damage or violation of these guidelines that occur during your event, or as a result of your event.

General Guidelines

- Each event must designate one contact person to coordinate with the museum and assume responsibility for adherence to museum policies and the care of museum facilities. For weddings, this person must be someone **other** than the bride or groom.
- Dates will be reserved on both sides of the event for set up and tear down - if possible.
- Events may be scheduled concurrently if they don't interfere with each other.
- The number of event attendees is subject to board approval.
- Overnight camping and parking must be approved by the museum board.
- Buildings will be open during regular museum hours. If event hosts would like the buildings to be open after hours, museum staff must be present and the responsible party will be charged the cost of the extra staff hours.
- Individuals scheduling events during regular operating hours should be aware that museum visitors may also be present on the grounds. While event activities should be conducted with consideration for museum guests, museum facilities may be reserved exclusively for event use and closed to the general public during the event.
- Local residents may sponsor an event for out of district relatives if approved by the museum board.

Event-Specific Guidelines

- Faculty rates apply to all events, with the exception of funerals, which are provided free of charge.
- Museum hours are 10:00 am to 5:00 pm. Charges apply for use outside of these hours. Any additional hours between 5:00 - 9:00 will be charged $60.00 an hour. Between 9:00 - 12:00 will be charged $200.00 per hour.

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Community Use

- Nonprofit organizations may receive a discount on applicable rental fees, subject to board approval.

Security Deposits

Event Size	Deposit Required
Up to 200 attendees	$200.00 refundable damage/cleaning deposit
More than 200 attendees	$500.00 refundable damage/cleaning deposit

Deposits will be refunded following inspection of the facility, provided no damage has occurred and cleanup requirements have been met.

Insurance Requirements

- Event insurance is required for all events with more than 100 attendees.
- The museum must be listed as an additional insured on the policy.

Supervision Requirements

- Children are not permitted to be unattended within museum buildings or elsewhere on museum grounds. Children must remain with their party or be supervised by a designated chaperone at all times. **If children are outside and not with their party, a dedicated chaperone must be present. For events with more than 100 attendees, at least one dedicated chaperone is required throughout the duration of the event.**
- Renters assume responsibility for the conduct and safety of all guests.

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Cleaning Requirements

- Facilities must be left in clean condition.
- Parties are expected to clean the facilities by noon of the following day, or sooner if there is another event scheduled, leaving it in the condition it was found.
- If museum staff are required to perform set-up, tear-down, and cleanup, costs will be deducted from the security deposit, or will incur a charge of $30 an hour.

Kitchen Guidelines

- The kitchen is not a commercial kitchen and is intended for warming only, not for preparing meals.

Exhibit Protection

- Required damage deposit applies to all rentals.
- The contact person is responsible for ensuring the care and protection of all exhibits on display as well as the museum facilities used during the event.
- Smoking is permitted **outside only.**
- Museum exhibits, displays, and collections must not be disturbed or moved without prior authorization.

Music / Noise Policy

- All outdoor music and amplified sound must be turned down by **9:00 PM sharp.**
- Renters are responsible for ensuring compliance by all vendors, DJs, performers, and guests.

Please keep this portion.

Museum Facility Rental Fees

Out of District

Facility Rental Rates

Facility	Capacity	Proposed Rate
Downstairs Building	Up to 50 people	$100.00
Downstairs Building	51–100 people	$200.00
Rusty's Pavilion	Up to 100 people	$100.00
Rusty's Pavilion	101–250 people	$200.00
Sheep Wagon Building	Up to 50 people	$150.00
Sheep Wagon Building	51–100 people	$250.00
Sheep Wagon Building	101–150 people	$350.00
Sheep Wagon Building	151–250 people	$600.00
Sheep Wagon Building	251–400 people	$1,000.00

Additional Rental Rates

Type	Use Condition	Proposed Rate
Large Tent	Already installed and in place for museum use.	$300.00 Per Event
Large Tent	Requires setup by museum staff specifically for the event.	$600.00 Per Event
Small Tents (4 Available Total)	Per tent, regardless of use or setup.	$100.00 Per Tent
Dance Floor	Already installed and in place for museum use.	$100.00
Dance Floor	Requires setup by museum staff specifically for the event.	$300.00
Tables and Chairs	If set up by the event host.	Free of Charge
Tables and Chairs	Requires setup by museum staff specifically for the event.	$150.00

Please return this portion to the museum.

In the event the Museum determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. If violations are discovered after the function is held, the Museum will retain the deposit or charge for additional costs, and the responsible person(s) may not be allowed to host functions in the future.

Confirmation and Signature:
I have read and understand the facility usage guidelines as stated above. As the person taking responsibility for the Little Snake River Museum facilities on the dates agreed upon with the LSR Museum. I agree to abide by the conditions put forth.

Please return a signed copy of this agreement with your deposited check post-dated for a week prior to your event.

Event Type:_____

Date of Event:_____

Set Up Date and Time: _____ AM/PM

Time of event: _____ AM/PM _____ AM/PM
Start Finish
Must be finished by 12:00 AM

Number of adult guests (18+): _____ Number of minor guests (under 18): _____

Area of museum desired:
_____

Will alcohol be served? (Circle) YES NO
(Board approval required)

Name: (please print) _____
Event Representative (other than bride and groom; if applicable)

Phone Number: _____

Signature: _____

Date: _____

Deposit amount: _____
Received on:_____

LSR Museum Employee Signature_____

Please return this portion to the museum.

LSR Museum ALCOHOL POLICY:

- A TIPS-certified individual must be present to oversee alcohol service at events with more than 50 attendees.
- Event insurance required if any alcohol is present, naming the museum as an additional insured.
- Name of TIPS-certified server: _____
- Liquor for an event is limited to **beer and wine** unless special permission is granted by the board.
- Event hosts are expected to moderate the alcohol consumption and behavior of their guests.
- Alcohol sales and service are permitted only with prior board approval and an alcohol permit **must** be obtained by the event host.
- Canned or boxed beverages only. Glass containers are not permitted.

Responsible Party:

I take full responsibility for any actions generated by my guests while at the museum.

Name (Print): _____

Signature: _____ Date: _____

Approved by board member:

Signature: _____ Date: _____

Questions for Events

1) Do you want to bring anything ahead of time? What will you be bringing?

_____

_____

2) Would you like to use our chairs and tables, or will you provide your own? We have 12 matching tables. We also have numerous other tables that don't match. We have 90 chairs. The school also rents tables (18) and chairs (190).

_____

3) When would you like to set up?

_____

4) Will you be decorating? When?

_____

_____

5) When will you clean up?

_____

6) Who will cater for your event, or will you bring your own food?

_____

7) Do you need to use the kitchen? We have a "warming" kitchen with two stoves and two refrigerators. This is not a commercial kitchen and is not to be used to cook the food for your event.

_____

8) Do you have a TIPS trained bartender?

_____

9) Do you need chairs and tables set up by us ($150-)?

_____

10) Hours between 5:00-9:00 ($60- Per hr.)

_____

11) Hours between 9:00-12:00 ($200- Per hr.)

_____

12) Do you need the tents set up? (Circle)

Large Tent (1) 20 x 40 - $600.00

Small Tents (4) 10 x 20 - $100.00 per tent

13) If yes for small tents, how many?

_____