

## **FACILITY USAGE AGREEMENT**

All persons wishing to reserve the use of the LSR 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:**

- One person per event will be made the contact person to coordinate with the museum and this person is responsible for the care of the museum.
- Dates will be reserved on both sides of the event for set up and clean up, if possible.
- Events may be scheduled concurrently if they don't interfere with each other.
- The number of event attendees is subject to museum board approval.
- Overnight camping and parking must be approved by the museum board.
- Parties are expected to clean the facility by noon of the following day, or sooner if there is another event scheduled, leaving it in the condition in which it was found.
- Buildings will be open during regular museum hours. If people would like the buildings to be kept open later, museum staff must be on hand and the responsible party will be charged for the cost of the extra staff hours.
- Exhibits may be on display and the contact person will be responsible for their care.
- Smoking is only allowed outside.
- Loud music outside must be turned down by 9:00 pm.
- Tables and chairs in the basement must remain in the basement and not be taken outside. Loan chairs and tables are in the lean-to.
- Children are not to be in the buildings or roaming the grounds unattended. Groups of children must either remain with the party or if outside, must have a dedicated monitor to supervise.

### **Kitchen, food and beverage guidelines:**

- The kitchen is not a commercial kitchen and is intended for warming only, not preparing meals.
- No food or beverages are allowed in museum buildings without prior approval.
- No alcohol is allowed on the premises without museum board approval.
- Parties are responsible for purchasing their own expendable products: paper plates, cups, etc.
- Museum cookers, utensils and other kitchenware are not to be removed from the premises.

### **Fee and time guidelines:**

- Hours for events are from 9:00 am to 10:00 pm. Charges may apply for usage outside of these hours
- Persons scheduling events during daytime hours need to be aware that museum visitors will also be on the grounds.
- Local residents may sponsor an event for out of district relatives if approved by the museum board. Local sponsors must be present during the event.
- Event space is rented by donation for "in district" residents or their families. Out of district residents may use the facility for a fee or donation if approved by the board.
- All parties are subject to a \$200.00 deposit which is refundable after clean-up if no further cleaning is needed by the museum.

**Please keep this portion**

**Violation of the Terms of the Agreement:**

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 deposit 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: \_\_\_\_\_ Must be finished by 12:00 p.m.  
Start Finish

Number of guests: \_\_\_\_\_ Number of children: \_\_\_\_\_

Area of museum desired: \_\_\_\_\_

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

Name: (please print) \_\_\_\_\_  
Person responsible for event (other than bride and groom if applicable)

Phone Number: \_\_\_\_\_

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

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

Deposit amount \$200- Received on: \_\_\_\_\_

LSR Museum Employee Signature \_\_\_\_\_

**Please return this portion to the museum**

**LSR Museum ALCOHOL POLICY:**

- A T.I.P.S. trained person must be dispensing for parties in excess of 50 people.
- Name of T.I.P.S. trained person: \_\_\_\_\_
- 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.
- No alcohol allowed in exhibit buildings without special permission.
- Canned or boxed beverages are preferred.

Responsible party: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by board member:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Questions for events

- 1) Do you want to bring anything ahead of time?
- 2) Would you like to use our chairs and tables, or will you rent them? We have 12 matching tables- we also have numerous other tables that don't match. We have 90 chairs. The school rents tables (18) and chairs (190). They are all in a trailer which can be towed.
- 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 T.I.P.S. trained bartender?
- 9) Extra charges:
  - Do you need the tents set up?
    - Large 1) 20 x 40 tent (\$600-)
    - Small 3) 10 x 20 tents (\$200- each)
  - Do you need chairs and tables set up by us (\$300-)?
  - Hours between 5:00-10:00 (\$50- Per hr.)
  - Hours between 10:00-12:00 (\$200- Per hr.)