

Facility Usage Policy

Community Room
at the Vermont History Center

Vermont Historical Society
60 Washington Street
Barre, VT 05641-4209
(802) 479-8500
www.vermonthistory.org

The following usage policy, conditions, and rules apply to all events being held in the **Community Room** located in the Vermont History Center, which is available for rental by nonprofit, for-profit, or private organizations, and are to be considered a part of any agreement between the Renter and the Vermont Historical Society. By signing this agreement, the Renter agrees to adhere to all policies included in this document.

A. FEE SCHEDULE

Room set-up (chairs and tables) is included in the room rental rate. Free admission to the Vermont Heritage Galleries is included.

Weekday Daytime Use

Monday – Friday 8:00 a.m. to 4:30 p.m.

Nonprofit rates.....	\$35/hour
	\$100/half day (up to 4 hours)
	\$175/full day (up to 8 hours)
For-profit/private rates.....	\$50/hour
	\$150/half day (up to 4 hours)
	\$250/full day (up to 8 hours)

After Hours and Weekend Use*

Monday – Thursday	4:30 p.m. to 10:00 p.m. (premises to be cleaned and vacated by 10:00 p.m.)
Friday evening	4:30 p.m. to 11:00 p.m. (premises to be cleaned and vacated by 11:00 p.m.)
Saturday & Sunday	8:00 a.m. to 11:00 p.m. (premises to be cleaned and vacated by 11:00 p.m.)

Nonprofit	\$40/hour**
For-profit/private	\$60/hour**

*After hours and weekend use may be limited, contingent upon availability of Society staff. Following initial contact between the potential Renter and the Society, the Society will advise the potential renter whether or not staff will be available for the planned event. If staff is not available, the event cannot be held at the Society premises.

**Fees stated for after hours and weekend use may be higher than those indicated depending upon the size (number of attendees) and type of event, which will dictate the number of Vermont Historical Society staff members required. Any additional fees in such instances will be discussed and agreed upon with the renter prior to the signing of the rental agreement.

Additional Fee Services

The Society will provide these services at additional charges.

- a) Audiovisual Equipment.....\$25.00 per piece, per day

The following equipment is available for on premises rental:

- LCD projector and screen
- Sound system with microphone

- b) Photocopies\$0.25/copy

B. RESERVATIONS AND DEPOSITS

All renters must have a reservation, which will be considered secured upon receipt of a signed and dated agreement.

A 50% deposit, estimated according to the anticipated length of time the room will be required, is due upon receipt of a signed agreement at the Vermont Historical Society, 60 Washington Street, Barre, Vermont 05641-4209. Deposit and agreement must be received at least seven (7) days prior to the event. Balance of fee is due the day of the event. A certificate of insurance naming the Vermont Historical Society as an additional insured may also be requested.

Security Deposit

A security deposit (\$100.00 for one-time events) may be required, at the discretion of the Society, and will be fully refundable after the event, if the rented premises is left in good order.

Payment of deposit(s) and balance may be made in cash, or by check (made out to the Vermont Historical Society), or by credit card (Visa or MasterCard only).

Damage Policy

The Renter shall be liable for any breakage, loss, or theft of any property caused by members or guests of the Renter in the event that the liability exceeds the amount of the Security Deposit.

C. EVENT CANCELLATION AND DEPOSIT REFUND

Weekday Events

Cancellation of a weekday event for any reason, other than severe weather combined with dangerous driving conditions, must be reported and received by the Vermont Historical Society at least 24 hours prior to the event or deposit is forfeited. If weather and driving conditions precipitate the cancellation of a weekday event, please call the Vermont Historical Society office at (802) 479-8500 as early as possible on the day of the event. If a staff member does not respond, please leave a voice message. Deposit will be refunded to the Renter if these conditions are met.

Weekend Events

Cancellation of a weekend event, for any reason other than severe weather and dangerous driving conditions, must be reported and received by the Vermont Historical Society by 4:30 p.m. on the Thursday immediately prior to the event. If a weekend event must be cancelled due to severe weather and dangerous driving conditions, a cancellation must be received by phone at the Vermont Historical Society AT LEAST THREE HOURS PRIOR to the event start time indicated on the agreement. If severe weather is in the forecast for the date of your event, you will be given a contact phone number to communicate your cancellation. The Renter must leave a voice message at the specified number if a staff person is not on hand to answer the phone in person. If these conditions are met, the full amount of the deposit will be refunded.

Other Cancellation Information

VHS reserves the right to cancel any non-paying organization with a two-week notice.

Non-paying organizations have the option to pay for permanent registration.

Cancellation of any and all other services arranged by the Renter, outside of those provided and agreed to by the Society, will be the responsibility of the Renter.

If an event must be cancelled by the Vermont Historical Society due to extraordinary conditions arising at the Vermont History Center and beyond the control of the Renter, the Renter will be notified as soon as such conditions warrant and a full refund of the deposit will be made to the Renter within seven (7) business days following the cancelled event date. Beyond the deposit refund, the Vermont Historical Society will not be liable for any expenses incurred by such cancellation.

D. CONDITIONS AND RULES

- a) Food or beverages are only allowed in the rental space (not in exhibits or library).
- b) All garbage should be placed in the receptacles provided at the end of the rental period. Any perishable foods remaining after the event should be removed from the premises by the Renter or disposed of in the garbage receptacles.
- c) No one is allowed in the restricted areas of the building without permission. Restricted areas will be reviewed with the Renter and/or clearly indicated in an obvious manner.
- d) A phone is available at the front desk in the main floor foyer and is to be used for emergencies, or for brief, local calls only (e.g. taxi pickup, etc.).
- e) Maximum capacity for the Community Room is 75.
- f) Absolutely no tape, tacks, pushpins, nails, or any other adhesives are to be used on painted walls or painted wainscoting. Floor and desk easels are available for use if required.
- g) There is no smoking permitted anywhere inside the building. Smoking is permitted outside the building, but we request that you use the area outside the front doors, where a receptacle for butts is provided. We request that only the receptacle be used for disposal of butts and that butts absolutely NOT be thrown anywhere on the grounds.
- h) No alcohol is permitted on site without prior approval. The Society is NOT responsible for obtaining licenses to serve alcohol. If prior approval for serving alcohol is granted, the Renter is responsible for making the appropriate licensing arrangements.
- i) The use of any and all open flames and/or pyrotechnics anywhere inside the Society building is prohibited.
- j) Two Vermont Historical Society staff members must be on the premises for the duration of the event for which the premises are being rented. The number of staff required to be on hand for an event will be decided at the discretion of the Society.
- k) Licenses from the city for entertainment events must be obtained by the Renter. Any fees are the sole responsibility of the Renter. A copy of the license must be given to the Society prior to the rental period.
- l) With regard to entertainment ordinances, all necessary permits and licenses and all fees pertaining thereto, are the sole responsibility of the Renter. Copies must be given to the Society prior to the rental period.
- m) The Renter is solely responsible for all fees associated with music royalties or music licensing.
- n) The Society reserves the right to limit noise levels at the rental premises.
- o) All equipment brought by the Renter to the Society must be removed at the end of the rental period. The Society is not responsible for the loss or damage to any of the Renter's equipment when used at the Society.
- p) Style of decorations if desired and methods of installation of same must have the prior approval of the Society.

- q) Applications for use of the Society premises must be made by someone 21 years of age or older. Groups comprised of members under 18 must have a ratio of at least one adult per six children. Children under eight years of age must not be left unattended.

E. ENDORSEMENT DISCLAIMER

Permission to use the Society premises does not necessarily constitute endorsement of the subject matter of the meeting or viewpoints expressed by participants of the program.

F. ADA REQUIREMENTS

The Renter using the Society premises are solely responsible for complying with the Americans with Disabilities Act.

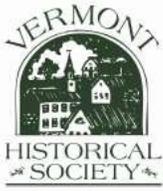
G. LAWFUL USE

The Renter shall not use the facilities in any manner that violates federal, state, or city laws and ordinances.

H. INDEMNIFICATION AND LIABILITY

The Renter agrees to indemnify and hold the Vermont Historical Society harmless from all claims, liability, damage, injury, penalty, fine, or loss, directly or indirectly, by any persons, authority, or entity, for injuries to persons or property or damage which, in any way relates to the use of said premises by the Renter; and if any suit or proceeding shall be brought against the Vermont Historical Society on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned by the use or by activities on said premises, including the handicap parking area, whether by third parties, or employees, agents, invitees, licensees, or guest of the Renter, or any other person, the Renter, at its sole expense, will defend same, and will pay any judgments which may be recovered against the Vermont Historical Society.

Please fill out and sign the reservation sheet on page 6.



COMMUNITY ROOM RESERVATION SHEET

Reserved by _____ Date _____

Organization _____

Non-profit? Yes or No

State Agency? Yes or No

VHS reserves the right to cancel any non-paying organization with a two-week notice.

Contact Information

Name _____

Email _____ Phone _____

Address _____

Event Description

Type of Event _____

Date _____ / _____ / _____
Month Day Year

Start Time _____ Finish Time: _____

Number of Attendees: _____

Room Arrangements

Tables Required _____ Chairs Required _____

Configuration _____

Head Table? _____ with Podium? _____ Microphone? _____

Equipment & Tour of History Center

LCD Projector & screen Yes or No

TV/VCR/DVD Yes or No

Tour Yes or No

I have read and agree with the Community Room facilities usage policies.

Renter's signature _____ Date _____

Authorized VHS signature _____ Date _____