

GREATER SOUTHWEST HISTORICAL MUSEUM

GUIDELINES FOR PRIVATE FUNCTIONS

1. Availability. The Museum or the grounds may be made available for non-commercial private functions during non-operating hours. The nature of the function must be such that it will not be inconsistent with the mission of the Museum nor cast the Museum in an unfavorable light. Only the Executive Committee or Board of Trustees can approve a fund raising event. Rooms not housing exhibits may be used during operating hours.
2. Hours. An indoor event may begin no earlier than one hour after the Museum closes. An indoor event must end no later than 11:00 p.m. and the premises must be vacated and the doors locked no later than 12:00 a.m. An outdoor event must end no later than midnight.
3. Cost. Unless waived by the Executive Committee or Board of Trustees, the cost of rental will be \$200.00 and an additional \$15.00 per hour for each Museum staff person who must be present. A \$50.00 deposit will be required at the time the rental agreement is signed to reserve the date and the balance is due no later than five days prior to the event. Rooms not housing exhibits may be used during operating hours. The cost of the rental will be \$50.00 for a full day, \$25.00 for a half day. Payment will be made at the time the rental agreement is signed to reserve the date.
4. Specific rules for use.
 - A. The host of the event may not use the Museum for:
 - (1) The conduct of any offensive, noisy or dangerous activity that would increase the insurance premiums on the premises.
 - (2) The creation or maintenance of a public nuisance.
 - (3) A violation of the laws, rules or regulations of any public authority at any time applicable to the premises; or
 - (4) Any purpose or in any manner which will obstruct, interfere with or infringe on the status of the Museum.
 - B. The maximum number present in the Museum itself must not exceed 168 at any one time.
 - C. Noble Hall is available for indoor rental. Guests will be permitted to use the bathroom in the south wing. The Education room is also available for indoor rental. Guests using that room will be permitted to use the bathroom in the north wing.
 - D. For indoor rentals, all food and drink must be kept in the table area.
 - E. Smoking is not permitted on Museum property.
 - F. Canned heat, used to heat food will be permitted in the Museum building and will be supervised by the catering staff. A fire extinguisher will be provided to the caterer by the Museum staff. No other open flames are permitted, such as candles or lighters.
 - G. The host must agree to be held liable for the conduct of those who attend the event, and hold the Museum harmless for any liability caused by those who attend.
 - H. Children under the age of 12 must be accompanied by an adult at all times.
 - I. At least one member of the Museum staff will be present at all times.

5. The host of the event must sign a contract that is substantially the same form as that set out in Attachment 1 for indoor events and Attachment 2 for outdoor events. Unless authorized by the Director, Executive Committee or the Board of Trustees only the President or Director may sign a rental contract.

The Guidelines for Private Function was approved by the Greater Southwest Historical Museum Board of Trustees on: January 18, 2016

The Rental Information pamphlet was approved by the Greater Southwest Historical Museum Board of Trustees on: January 18, 2016