

Oconee History Museum Rental Policy

Fees

\$50 for 3 hours of use of the activity room. \$20 for each additional hour of use.

\$20 for 3 hours of use of the activity room for 501(c)3 non-profit organizations or civic groups.
\$5 for each additional hour.

\$25+ fee for damages caused to the facility by use of prohibited items. This fee will be assessed after the event and is due within 30 days of notification.

RENTAL FORM AND RENTAL FEE MUST BE RECEIVED WITHIN THREE (3) BUSINESS DAYS OF INITIAL CONTACT. IF NOT RECEIVED, THE ROOM WILL NOT BE HELD AND THE DATE WILL BE MADE AVAILABLE TO OTHER RENTERS.

- **Rentals are only available during normal operating hours. Time slots on Saturdays are 10am-1pm and 2pm-5pm. You may not add additional hours on Saturdays.**
- NO REFUNDS on rental fees if the event is cancelled. We will, however, apply the rental fee to a future rental only for the stated Facility User in the contract.

General Information

Hours of Operation: Tuesday-Saturday 11am-5pm

Holidays Closed: New Years Day, Independence Day, Thanksgiving, Christmas Eve and Christmas Day

Capacity

Activity Room: 52 people

Food & Beverages

- Food and beverages are allowed in the activity room and in the lobby. Food and beverages ARE NOT allowed in the museum exhibit area.
- Food and beverages can be brought to the Oconee History Museum as early as one day before the event to be stored in the refrigerator and in the kitchen area.
- Alcohol use is strictly prohibited.

Condition of Premises

- Facility must be left in a neat and orderly condition.
- Facility User must complete the checklist that is located at the entrance to the room on the clipboard.
- Trash must be taken out by Facility User. Trash bags will be provided by the Oconee History Museum. The dumpster is located next to the wooden shack, at the far end of the garden.
- Trash bags, broom and dustpan, spray cleaner, and paper towels will be provided for clean-up.
- Damage to the building or museum equipment, other than normal wear and tear, will be charged to the Facility User.
- Doors to the meeting room can be closed and private event signs can be posted on doors to encourage privacy.
- The Oconee History Museum assumes no responsibility for any equipment or personal items left in the museum after an event. Any items left longer than two weeks are subject to disposal/donation.

Conduct

- The Facility User is responsible for the conduct of its attendees, representatives, performers and contractors while using the Oconee History Museum facilities.
- The possession and/or use of illegal drugs is not permitted on the premises. Violators are subject to criminal or civil penalties.
- The Oconee History Museum staff has a right to eject person(s) from the premises for behavior that is deemed inappropriate. Facility User hereby waives any and all claims for damages against the museum, its agents and employees on account thereof.
- Children must be supervised at all times, and if found to be unsupervised and/or causing a disturbance, parents/guardians will be asked to remove them from the premises. Any event involving more than ten children under the age of 16 will be asked to secure and provide chaperones for such at a ratio of one adult for every ten children, or one adult for every 5 children under the age of six.
- Outside exhibits are not to be touched, climbed on, or decorated.
- No Smoking within 50 feet of the museum entrance. Do not throw cigarette butts on the grounds of Oconee History Museum.
- Please do not allow children to play in the street in front of the building.
- Activity Room is monitored by security camera. Lobby, exhibit hall, and exterior of the building are also monitored by security camera.

Parking

- Guests may park in front of the Oconee History Museum or in other MARKED parking in Brown's Square.
- Guests may not block vehicle thoroughfare in front of the Oconee History Museum.
- Please give parking consideration to the businesses nearby the Oconee History Museum.

Safety & Fire Codes

- Facility User, event planners, decorators or other agents contracted by the Facility User must comply with applicable municipal, state and federal fire and safety codes. Per fire codes, aisles shall be used only for passage, and shall be kept unobstructed at all times. Exits shall be kept clear at all times.
- The Oconee History Museum has an established occupancy limit which is not to be exceeded.
- Open flames are strictly prohibited in the facility.
- Fire arms are strictly prohibited in the facility.
- Fire extinguishers are located in the activity room and hallway.
- Emergency lighting will not be turned off under any circumstance.

Decorations, Alterations, and Displays

- The Facility User or their agents shall not make any alteration to Museum equipment, electrical or mechanical, without express prior written consent from the Museum, in the form of an advanced, agreed upon diagram, and shall be erected without defacing the building, and removed immediately following the event.
- Signage, decorations or other displays cannot interfere with any museum exhibits or outdoor signage.
- Signage, decorations or other displays can only be attached to walls with 3M Command strips and hooks and Scotch tape. Nails, thumbtacks, pushpins, duct tape, packing tape, and other damaging adhesive products are strictly prohibited. Damages to museum property will incur \$25+ fee.
- Helium balloons can only be used in the activity room. These balloons must be secured. Balloons should not be attached to entrance door handles.
- Sparklers, glitter, sand, and dirt are strictly prohibited from use inside the museum.
- Tossing of bird seed or rice on premises, or directly outside the front entrance of the museum is prohibited.
- Floral arrangements may be brought in pre-made, but no arranging may be done on premises.
- No furniture can be removed from the activity room.

Equipment and Set-up

- Limited equipment is available with rental of activity room or entire facility. Equipment that has not specifically been requested and enumerated in the rental policy will not be provided. Some equipment owned by the Museum may be operated by Museum personnel only.
- Please do not change settings on sound equipment other than volume.

Sales Permitted & Prohibited

- The sale of tickets or other items on museum premises must be approved in advance by an Oconee History Museum representative and a percentage of 10% of all gross sales of permitted tickets and items must be remitted to the museum.

Sanctioning of Event

- The Facility User shall not imply that their event is sanctioned by the Oconee History Museum in print, electronic or broadcast form or advertise the Oconee History Museum telephone number unless authorized. Facility User may not reference the museum on promotional materials except to indicate location of the event. Advertising and publicity naming the Oconee History Museum as the location may not begin until the event has been paid in full. Please refer to the museum by its proper name, Oconee History Museum, in all print and electronic media.
- Opinions expressed at events held in this facility do not necessarily represent the views of the Oconee History Museum, and no endorsement of any group is implied.

Termination and Revocation of Contract

- The Oconee History Museum reserves the right to terminate this contract without refund of fees paid and will do so if in the opinion of the Oconee History Museum any of the following occurs:
 1. Failure to pay in full
 2. Failure to comply with the conditions of the contract
 3. Damage to the facility by Facility User or invitees
 4. Unsatisfactory conduct by Facility User or invitees
 5. Subleasing of rental

Other Conditions

- Use of the Oconee History Museum may be denied if a previous activity sponsored by the Facility User resulted in violations of the regulations in effect at the time of use.
- The Oconee History Museum shall have authority to impose reasonable conditions in addition to those specified, when it is deemed necessary.
- The Facility User is responsible for any accidents or injuries that occur to event guests during the event.