

Mount Horeb Area Historical Society (MHAHS)/Driftless Historium Room Rental Policies

The Driftless Historium in downtown Mount Horeb has two rooms available for lectures, classes and meetings.

Kalscheur Family Foundation Community Education Room (The Community Room)

The Community Room has vinyl plank flooring with large windows and shades. The Community Room has an attached kitchenette with dishwasher, refrigerator and microwave. Attached to the Community Room is the glass Lobby Area and Gift Shop with sculpture, serving counter and restrooms. The Community Room comfortably seats 60 people lecture style and seats 35 in a conference table configuration. Tables can be re-arranged to fit the user's needs. A projector and screen are available for users. Additional equipment may be available at future dates and may be subject to rental fees.

The Ludwig and Rebekah Simmet Research Room (The Research Room)

The Research Room has carpeting and a 14-foot long conference table in a smaller room with windows and shades. It seats 15 people comfortably around the table with some additional seating available around the perimeter of the room. ***The Research Room is available only for meetings and small lectures. No food, uncovered beverages or crafts are permitted in the Research Room.***

I. Rental Guidelines

- A. The Community Room and Research Room are intended primarily for use by the Historium and the Mount Horeb Area Historical Society for its own programs and purposes. Events include speakers, classes, exhibits and other Historium sponsored events. The Research Room is intended for research use and for MHAHS Board meetings. Both Rooms are available for use by others when not scheduled for Historium purposes.
- B. Use of the Rooms does not imply endorsement by the Historium staff or Historical Society Board of the viewpoints presented or held by the users of this space and users must publish the following disclaimer text in all marketing materials: ***"This program is not a Historium sponsored event." The Executive Director may deny users whose events would interfere with the Historium's operation due to excessive noise, would create a safety hazard, would create a security risk or would exceed the capacity of the space reserved***
- C. Users are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of ADA accommodations must be included in all publicity or notices.

II. User Fees

An hourly fee is charged for users conducting solicitations, including fundraising or donation requests, events or programs with admission fees, or for programs involving the sale of, advertising of, or promotion of commercial products or services, including the compilation of mailing lists for future solicitation.

An hourly fee is also charged for businesses and commercial entities using the room for their own internal meetings and uses, and for private parties, and for any use which requires the presence of an MHAHS representative.

Access to/use of MHAHS computers for non-MHAHS purposes/functions is not permitted. A fee applies for on-site use of MHAHS-owned electronic equipment (i.e. projector, PA system, etc). Off-site use of this equipment is not permitted.

See **Fee Schedule** for current fee rates.

MHAHS's "Good Neighbor Policy"

The rental fee may be waived upon request for educational, informational, cultural, and/or government/civic activities, including public lectures, panel discussions, presentations, group discussions, workshops, and other similar functions that meet the following requirements:

- Organized and hosted by community service/non profit organizations that are based in or regularly serve residents of the Mount Horeb area (as defined within MHAHS's mission statement)
- Open to the general public
- Free of charge
- Occur during normal business hours

NOTE: To protect potential revenue-producing opportunities, waived-fee room reservations cannot be made more than thirty days in advance.

III. Scheduling and Usage Policies

- A. The Rooms are available seven days a week subject to availability of MHAHS staff and use by MHAHS.
- B. All events must end by 10:00 PM Sunday - Thursday. All Friday or Saturday events must conclude by 11:00 PM. Users are allowed 45 minutes for clean up after the event.
- C. ***Set up and Clean up: MHAHS does not provide setup / cleanup services. Please allow ample setup / cleanup time when scheduling room use. In relation to fee-based room use, setup /cleanup time is payable at the same rate as event time.***

Community Room Users will be responsible for mopping up spills (beer, pop, etc.) during the event, for all damages to building and furniture, and any extra cleaning. User will be responsible for removal of their tablecloths and other personal equipment. Tables should be wiped down (especially if food and crafts are involved). The floor should be swept. Dishes should be washed and put away. Counter tops should be wiped down. ***Failure to leave the Community Room in a clean, usable state can be cause for denial of future Community Room requests and charges may be assessed for damages, required extra cleanup, or reconfiguration of the room.***

All recyclable cans and bottles should be discarded in the receptacles marked for cans and bottles. All other disposables shall be place in the trash receptacles provided or, if necessary, additional garbage bags, and placed in dumpsters behind the Historium.

Research Room Users- The Room should be left in the condition in which it was found prior to the meeting. No food or uncovered beverages are permitted in the room. ***Failure to leave the Research Room in a clean, usable state can be cause for denial of future Research Room requests and charges may be assessed for damages, required extra cleanup, or reconfiguration of the room.***

- D. Users may use their own equipment in the Rooms, with prior approval of the Director.
- E. **The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is strictly prohibited.** The use of glitter, confetti, or smoke/fog machines is not allowed.
- F. The Historium cannot provide storage space for users of the Community Room, Research Room or Kitchenette.
- G. Community Room Users may serve food and drinks, with the prior approval of the Director. The consumption of alcoholic beverages is permitted during scheduled private events at the Driftless Historium ***in the Community Room only.*** Sale of alcoholic beverages is not allowed and is subject to penalty; charging an entry fee, selling tickets, selling cups or asking for beverage donations where alcoholic beverages are served constitutes sale and is not allowed. Serving of alcoholic beverages must end by 8 pm Sunday, 10 pm Monday through Thursday and 11 pm Friday and Saturday. Sale of alcoholic beverages is not allowed on premises. **User shall be responsible for insuring that no alcohol is served to persons under 21 years of age.**

- H. There is no smoking in the Driftless Historium or on the porch. Guests that wish to smoke may do so on the grounds if they are at least 25 feet away from a door.
- I. Notices or flyers announcing the users' event, or use of the room, may be placed on the Community Room or Research Room door only on the day of the event.
- J. Messages cannot be relayed to people attending meetings, except in emergencies.
- K. Anything flammable or anything that the Director deems as a safety hazard is prohibited in the Community Room and Research Room. Only battery-operated candles are allowed.
- L. Users must provide the Executive Director with a minimum of 24 hours' notice if a scheduled event is cancelled. Those failing to provide notice of cancellation may forfeit future use of the Community Room and/or Research Room at the discretion of the Executive Director.
- M. The Historium reserves the right to refuse to book the Community Room and/or Research Room for users whom do not comply with the above policies.

IV. Reservations

Reservations are required by all groups wishing to use the Community Room or Research Room. All reservations are made by calling the Driftless Historium at 608-437-6486, or by email to *mthorehbhistory@mhtc.net*.

Payment is by CASH, CHECK, CREDIT CARD or PAYPAL

Please make checks for reservations fees payable to "MHAHS". Mail to:

MHAHS
100 S 2nd St
Mount Horeb, Wisconsin 53572

Reservation Date

Start Time

End Time

Organization Name (if applicable)

Signature of Renter (include title, if applicable)

Date