

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

The Driftless Historium Kalscheur Family Foundation Community Education Room, in downtown Mount Horeb, is available for lectures, classes and meetings.

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.

I. Rental Guidelines

- A. The Community Room is intended primarily for use by the Driftless Historium and the Mount Horeb Area Historical Society (MHAHS) for its own programs and purposes. Events include speakers, classes, exhibits and other Historium sponsored events. It is available for use by others when not scheduled for internal use.
- B. Use of the Community Room does not imply endorsement by the MHAHS staff or its Board of the viewpoints presented or held by the users of this space. Users must publish the following disclaimer text in all marketing materials: **"This is not a Driftless Historium-sponsored event." *The Executive Director may deny users whose events may interfere with MHAHS's operation due to excessive noise, creation of a safety hazard, or creation of a security risk; or events that would exceed the legal capacity of the room.***
- 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 and other equipment for non-MHAHS purposes/functions 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: A \$25 administrative fee will be charged in association with each Good Neighbor reservation.

To protect potential revenue-producing opportunities, Good Neighbor 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 MHAHS conflicts.
- B. All events must end by 10:00 PM Sunday - Thursday. All Friday or Saturday events must conclude by 11:00 PM.
- C. ***Set up and Clean up: MHAHS does not provide setup / cleanup services. Please allow ample setup / cleanup time when scheduling room use. Setup /cleanup time is payable at the same rate as event time.***

Rental parties 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 recycled garbage. All other disposables shall be placed in the trash receptacles provided or, if necessary, additional garbage bags, and left in rear dumpster area.

- 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 Driftless Historium cannot provide storage space for renters, prior to our after a scheduled room use.
- 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 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. Only battery-operated candles are allowed.
- L. Users must provide the Executive Director with a minimum of 48 hours' notice if a scheduled event is cancelled. In all other cases, a refund is forfeit. [SEE Rental Fee Schedule for complete refund policy.]
- M. The Driftless Historium reserves the right to refuse to book the Community Room for users whom do not comply/have not complied 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 *mthorebahs@gmail.com*.

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