

**RENTAL POLICY & FEE SCHEDULE FOR FCHS FACILITIES
2015 Rates**

All renters must sign liability waiver and make deposit (half of rental price if over \$100 fee only) before the room date is secured.

**MUSEUM MEETING ROOM includes kitchen & rest rooms – capacity 170
RICHLAND CENTER MEMORIAL HALL includes kitchen & rest rooms –
capacity 300**

**Based on 4 hours, plus \$25 each add. hour. – Deposits to be made
at time of rental. (half of rental price if over \$100 fee only)**

**\$60 non-profit for under 50 people
\$70 non-profit for 50 to 90 people
\$100 non-profit for 90 to 130 people
\$125 non-profit for 130 to 170
\$150 non-profit over 170**

\$100 for-profit group for 4 hour meeting, plus \$25 each add. hour.

Wedding receptions - \$300.00 plus \$150.00 deposit (includes set-up day before)

Auctions - \$250.00 (A Day of Auction); Set-up \$100 per day

FISH FRY – RENT INCLUDES ELECTRIC AND TRASH REMOVAL \$250

**Deposits will be kept and upon inspection of the room will be returned on the
day after the event by mail. Any damages will be deducted from deposit or
deposit will be forfeited for coverage of damages.**

OTHER PRICING SET BY THE Museum Director & Board of Directors

Groups allowed to use rooms without charge are the following: FCHS branches Genealogy section or Potawatomi Trail of Death Assn, Fulton County Historical Power Assn, Richland Township Assn., Richland Center Alumni, Richland Center I.O.O.F., Richland Center 4-H group, and Richland Center Tractor pullers.

GROUNDS rental

For grounds excluding museum & buildings, but including Trail area, buildings & Admission booth - \$250 non-profit or \$450 for-profit organization. Renter of grounds must provide portapots, insurance certificate, sign liability waiver, pay rent in advance, can be refunded except for \$20 if they don't use the grounds. The above are minimum charges. If admission is charged, FCHS will get 20% (non-profit) or 30% (for profit) of tickets sales. This is in addition to the rent. The minimum fee is still charged if the ticket sales are smaller than minimum fee. Fees may be waived or lowered by discretion of officers and Museum Director (For example if group is willing to help cut firewood, clean grounds, etc in lieu of fees.)

Extra \$10 will be charged per electric hookup.

PA system rental - \$100 if used outdoors, in tents or round barn.

PA system free if used in meeting rooms.

PLEASE NOTIFY WITH CANCELLATIONS – 574-223-4436

Notice to be given 48 hours prior to rental or no deposit will be refunded.

Fulton County Historical Society, Inc.

37 E 375 N

Rochester, IN 46975

Phone 574-223-4436 Fax: 574-224-4436

Web page: www.fultoncountyhistory.org Email: fchs@rtcol.com

Fulton County Historical Society
Rental Agreement

Agreement entered into this _____ day of _____, 20__ , by and between Fulton County Historical Society and _____, individual and as the authorized representative renting room.

RENTAL PREFERENCE

__FCHS Meeting Room/Kitchen

__Richland Center Memorial Hall/Kitchen

__Tiosa Meeting Room/Kitchen

A deposit of ½ of the rental (Cleaning/Damage) is required at time of reservation. (half of rental price if over \$100 fee only)

All rentals are based on 4 hour time period (\$25.00/hr for after 4 hours)

All rentals subject to approval of Museum Director and Board of Directors. Any fee adjustments is subject to approval by same.

1) No alcohol, smoking or controlled substances allowed in the building, and no smoking within 8 feet of the entrances.

2) No dogs or pets allowed in building, except those trained to assist the handicapped. (Service dogs)

3) No sitting or standing on tables. No dragging of tables across floor to prevent scratching and damaging floor. No table or chairs to be taken outside.

4) Kitchen items for use by renter includes: coffeepots, kitchen towels, dish cloths silverware and serving spoons. (Roasters and crockpots available upon request.)

5) Do not use duct tape or masking tape on walls. (Blue painters tape and thumb tacks may be used). Decorations may be hung from the ceiling.

6) Youngsters must be accompanied by adults responsible for their actions. Be aware of where young children are if outside – DO NOT CLIMB ON BIG ROCK OR ITEMS AROUND BUILDING. BE AWARE OF TRAFFIC COMING INTO THE PARKING LOT.

7) Renter shall sweep and (mop dirty areas) in the room. Brooms and mops are in the utility room in both areas. Trash inside and outside needs to be put in dumpster at north end of building. Check restrooms and make sure stools are flushed.

8) Renter shall put tables and chairs back on racks, unless instructed other wise. Make sure chairs and tables are clean before stacking.

The Museum Director or Authorized person will be in the museum office during the rental time. If people are interested in looking at the exhibits in the museum area or looking in our gift shop, permission may be granted.

Fulton County Historical Society
Rental Agreement

The Museum Director or Authorized person will lock and unlock the doors. Arrival time and departure time should be set at the time of paying deposit and signing agreement.

Liability of Waiver

In consideration of the use of the facilities of the Fulton County Historical Society meeting room/kitchen, Richland Center Memorial Hall/kitchen at the time specified, the undersigned do jointly and severally hereby expressly stipulate and agree to indemnify and hold forever harmless the Fulton County Historical Society, FCHS Board of Directors, or Museum Director against any and all losses from any and all claims, demands, and action in law or in equity that may hereafter at anytime be made or brought for the purpose of enforcing any claim for damages on account of injury or loss sustained upon or in consideration with said use of facilities of the Fulton County Historical Society.

By initialing ____ the renter agrees to abide by the rules of the Fulton County Historical Society.

Deposits will be returned the day after the event to the renter as long as no damage was done to the facilities.

WITNESSETH

That in consideration of mutual covenants hereafter contained, the parties hereto agree as follows:

The FCHS approves and permits the exclusive usage of the _____
on the date of _____ at _____ M until _____ M, for the following fees:

Base rental fee \$ _____ plus (half of rental price if over \$100 fee only)

Date receipt of deposit: _____ Deposit receipt #: _____

Amount of Deposit returned: _____ Date deposit refunded: _____

Make sure they write 2 checks – one for deposit that can be returned and separate one for rental fee. Cash is accepted also – but deposit will be returned by check.

Name of Responsible Person renting facility: _____
Printed

Address: _____

Phone Number: _____

Signature of Responsible Person: _____ Date: _____

FCHS Authorized Signature: _____ Date: _____

FCHS Authorized Signature: _____ Date: _____

**Fulton County Historical Society
37 E 375 N
Rochester, IN 46975**

RENTER CHECKLIST:

Kitchen Area:

Remove your items from stove, refrigerator & freezer area.
Clean up all spills or baked on foods
Sweep (mop, if necessary) floor
Clear and wipe counter tops and tables
Kitchen towels and dish cloths are available for your use (leave all used ones in sink area)
Put all clean utensils, coffeepots and other items used back in designated areas.(unless instructed differently)

Meeting Room:

Wipe all tables and chairs
Stack tables and chairs, unless instructed other wise
Sweep (mop, if necessary) floors

Restrooms:

Make sure stools are flushed
Check sinks and rinse out if needed

TRASH REMOVAL IS REQUIRED IN ALL AREAS – TRASH BAGS AVAILABLE FOR USE
PUT TRASH IN DUMPSTER AT NORTH END OF BUILDING.

THANK YOU FOR YOUR COOPERATION

Phone Number: 574-223-4436 (Museum phone number and also caretaker's home)