

BROWN COUNTY HISTORY CENTER - FACILITY USE POLICY
KEEP THIS PAGE FOR REFERENCE!

RESERVATIONS: Events must be scheduled with the Event Coordinator. Events will be confirmed only with a signed contract along with payment of the user fee and security deposit. Fee will be set once details of days, room, and event are approved by Event Coordinator. Security deposit is refunded provided no damage occurred, no excessive cleanup was needed and all policies were followed. User must have proof of own insurance plus naming the venue, if possible. File insurance certificate with the Historical Society before the event.

The History Center and Grounds are **SMOKE FREE AND ALCOHOL FREE**.
Eating and drinking may be restricted in some areas including the facilities galleries.

Limited **NO FEE** parking is around the building. Ask about other places depending on day.

SALES: Revenue generated by BCHS supports the programs and mission of the Society. Thus, sales of products including books, CDs, apparel, etc. by any group in the building or on the grounds is prohibited without approval of the Event Coordinator.

DECORATIONS/SET-UP. User may begin set-up based on agreed reserve time on contract.
ALWAYS ASK FIRST! HAVE ALL HELPERS ABIDE BY RULES!

Room set-up and tear down is the responsibility of the User. All decorations and set-up plans must have prior approval by Event Coordinator. This page is posted in the upstairs kitchen.

Nails, pins, wire or tape may not be used to apply decorations to any building surface.

Plant arrangements must be bagged and removed at end of event.

Displays are not to be moved, nor are pictures, cabinets, piano or other historical items.

Smoke effects, explosives or pyrotechnics are not permitted.

Unprotected flames (including candles) are not permitted except for food warming devices.

Use of confetti, glitter, rice, bird seed, silly string or bubbles is prohibited indoors or outdoors.

Children must be supervised especially around museum displays and stairway.

All tear down must conclude by the End Reserve Time on the Contract.

EQUIPMENT: Ask about equipment such as available tables (6' rectangular tables) and 200 padded wood folding chairs plus more. Other equipment and supplies must be obtained by user at their expense and removed when event is over. Bring your own extension cords if needed.

CLEAN-UP AND TRASH: Users must return room as instructed, clean room and kitchen before leaving. Rags for cleaning up spills are to be provided by user. Clean up spills immediately.

Mops and brooms are available for use. **ALL TRASH IS TO BE REMOVED BY USER.** Large trash cans are available. Bring large 35 gal. black bags. Other than scraping plates, **NO LIQUID** or **FOOD** goes in trash bags. When a bag is full, take whole can outside the door before pulling bag out, so nothing is dripped across the floor.

KITCHEN: All food must be brought in ready to serve. No preparation in kitchen! There is limited refrigeration space. Keep things in your coolers. No solids are to be put down sink drain. Be sure screen is in drain. Clean it out.

END RESERVE TIME: Plan completing activities so tear down and clean-up can be completed by end reserve time on the Contract. – (11 p.m. at latest)