

PLEASE READ FIRST BEFORE FILLING OUT APPLICATION

THE USE POLICY FOR MEETING HOUSE/SHELTER HOUSE

- 1) When not being used by the Historical Society (HSVB) the Meeting/Shelter House is available for member's use on a first come, first served basis.
- 2) In this policy, "we" refers to Historical Society of Vandalia Butler (HSVB). "You" refers to members using the Meeting/Shelter House.
- 3) We require full payment (see fees) when you schedule your event. The fee is 50% refundable if notice of cancellation is given to HSVB at least 30 days prior to the event date. If cancellation is less than one week from event date the fee is non-refundable.
- 4) The security/cleaning deposit is required when the application is submitted. This check is cashed at time of receipt. This deposit will be refunded if there is no damage caused or cleaning required by HSVB. This will be refunded if cancelled. (See #3)
- 5) YOU are responsible for all damage, expenses or loss, in excess of the security/cleaning deposit, caused by a person participating in or providing services or goods for your event. If damages exceed the deposit you will be charged on a time and material basis.
- 6) The worth/dollar amount of any damaged items or removed items is to be determined by the Historical Society Board of Trustees.
- 7) If we are unable to provide the facilities for use, due to causes beyond our control, HSVB and the applicant member are excused from the contract and all payments made by the renter will be refunded.
- 8) Food service is limited to food brought by you, as food preparation (cooking) is not permitted in the Meeting House. For insurance purposes no grills are allowed on the property.
- 9) Use of the Meeting/Shelter House *includes only* the use of the Meeting / Shelter House, immediate surrounding lot, adequate area for parking, and use of the kitchen for warming and serving food. IT DOES NOT INCLUDE USE OF THE KITCHEN FOR COOKING, USE OF DISHES,

FLATWARE OR UTENSILS. It also does not include other buildings on the property.

- 10) YOU are responsible for the behavior of all persons in attendance at your event, both inside and outside and whether invited or not.
- 11) CHILDREN MUST BE SUPERVISED AT ALL TIMES.**
- 12) YOU SHALL NOT MOVE OR HANDLE ANY OF THE MUSEUM ARTIFACTS.** Any changes to the facilities, to accommodate the event, will be made at the discretion of HSVB.
- 13) Smoking is not permitted in any building or on the property.
- 14) Alcoholic beverages and controlled substance use is not permitted on the property.
- 15) Events that are considered an “open house” are not permitted.
- 16) Animals are not permitted at the event except for service dogs.
- 17) Rice, birdseed, confetti, glitter, silly string, and fireworks/sparklers may not be used on the property.
- 18) Music/noise levels must be kept at a respectful level due to our residential neighbors and City code decibel limits.
- 19) You are responsible for clean up of the facility and must remove your trash.**
- 20) You may not attach any decorations to the walls or ceilings.
- 21) Failure to comply with all the rules of this Policy may result in forfeiture of all fees, restitution for damages and/or pressing of criminal charges
- 22) We are a volunteer organization; if additional trips to the facility are needed to open/close for your event you will be required to pay a \$50 cash fee.

MEMBER AGREES TO THE USAGE POLICY:

DATE: _____

MEETING HOUSE /SHELTER HOUSE USE FEES

MEETING HOUSE / SHELTER HOUSE

\$50

The facility may accommodate up to 40 people depending on seating arrangements. Please indicate the number of card tables____and chairs____needed for your event. **The \$50 includes a total use time of 4 hours, to include set-up and clean up time and 2 trips, by a volunteer, to the Meeting House to open and then return to inspect and close the facility. ONCE THE BUILDING IS OPEN THE MEMBER-USER MUST BE THERE AT ALL TIMES.** If the volunteer is needed for another trip there will be an extra cash fee of \$50 required at the time.

IF THE EVENT TIME EXCEEDS 4 HOURS A \$50 PER HOUR FEE WILL BE CHARGED

SPECIAL NEEDS CONCERNS: YES____NO____ We endeavor to accommodate all guests. Please indicate special needs in your group so we can discuss the accessibility limitations of our grounds. **PLEASE INDICATE SPECIAL NEEDS OR REQUESTS BELOW:**

SECURITY & CLEANING DEPOSIT

\$150

This deposit is refunded if the facility is left clean and damage free.

INDIVIDUAL MEMBERSHIP FEE

\$10

You must be a member of the HSVB to use the facility. A membership application form is available from our facilities use coordinator or on our website at: www.historicalsocietyvandalia-butler.org This form is to be completed and submitted with the application form and payment.

NON-EMERGENCY CONTACT NUMBERS

VANDALIA POLICE DEPARTMENT	937 898-5868
VANDALIA FIRE DEPARTMENT	937 898-2261
HSV B PRESIDENT; AL TUTTLE	937 776-9829
FACILITIES USE COORDINATOR: WANDA WEBER	937 620-1882

EMERGENCY ASSISTANCE CALL 911

SIGN & DATE:

THE HISTORICAL SOCIETY OF VANDALIA BUTLER
MEETING HOUSE/SHELTER HOUSE APPLICATION

PLEASE READ THE USE POLICY BEFORE FILLING OUT APPLICATION

Please fill out and return form and
payment to:

Historical Society of Vandalia Butler
ATT: Facilities Use Coordinator
P. O. Box 243
Vandalia, OH 45377-0243

PLEASE PRINT

MEMBER'S NAME _____

Member's Address _____

Member's City, State & Zip _____

Date of Event _____

Time Access is Needed: _____ Event End Time: _____

Type of Event: _____

Number of Guests Expected at Event _____

Member's Mobile/Cell Phone _____

Member's Email Address _____

HSVB Acceptance by: _____ Date: _____

Use Fee _____ Deposit _____ Membership Fee _____

Check# _____ Date Paid _____

Member's Signature _____

ACCESSIBILITY: The Historical Society property was acquired prior to the American's with Disabilities Act (ADA). The Meetinghouse offers ADA compliant restrooms, a barrier free ramp and entrance and designated drop-off parking area.