

WARREN COUNTY HISTORICAL SOCIETY RENTAL POLICY & AGREEMENT

- 1. Alcohol** use and **smoking** are prohibited
- 2. Availability:** The WCHS Dining-room is available on a first-come, first serve basis. We require that a WCHS member be responsible or present during your rental. Call (515)961-8085 for reservations.
- 3. Set Up & Take Down:** If you change the room arrangement or add additional tables and chairs, you must return the room to its original state. Renter is responsible for any loss or damage to the WCHS Facilities.
- 4. Clean Up:** All trash must be bagged and taken outside to the nearest dumpster. Brooms for sweeping and mops are located in the closet north of the entrance. When you leave you must wipe down all surfaces used: tables, chairs, stoves and counters. Empty and clean coffee pots and remove all your food from the refrigerator/freezer.
- 5. Fees:** \$35 minimum. (Rule of thumb would be \$1 per person) 20% discount will be given to WCHS Members and Non-profit Organizations.
- 6. Phone Note:** Emergency phone numbers can be found next to the kitchen phone. Making long distance calls from our phone is automatically blocked.
- 7. Computers & Other Office Equipment:** Renters may not use this equipment without prior permission.
- 8. Liability:** It is understood and agreed that the renter shall save and hold harmless the Warren County Historical Society from all liability that may arise out of the use of the WCHS Facilities.

Event Description:

Name of Group:

Date:

Start time (Include setup):

Closing Time (Include cleanup):

Contact Name:

Address:

Phone:

E-mail

Rental payment is due following your event. Make your check out to Warren County Historical Society and send to WCHS, Box 256, Indianola, IA 50125.