



Group Meetings Policy

The Henry County Historical Society & Museum provides community meeting space for the instructional, recreational, and research needs of the New Castle and Henry County community.

Groups and organizations may use the meeting space when the Museum is closed for business and when it is not needed for activities sponsored by the Museum. Use of the Museum meeting space by groups and organizations not affiliated with the Museum is restricted to the Front Parlors and Grose Library.

No group may use the meeting space in a way that would be disruptive. Permission to use the meeting space does not imply Museum endorsement of the goals, policies, or activities of any group or organization.

The Museum reserves the right to revoke permission previously granted if deemed necessary.

Information regarding the policy for use of meeting space will be available to the public. This policy does not guarantee the applicant the space or the time requested.

Permission to use the Museum's meeting space may be granted to Henry County-based civic, cultural, or educational organizations or businesses or to locally-operating government agencies, departments, or commissions. To qualify as a Henry County-based group, organization or business, the group leader or applicant must submit proof of address or photo identification card at the time of application. Organizations not located in Henry County must submit proof of regular operation or programs within Henry County, such as sample brochures, newsletters, or website printouts.

Any group or organization applying for meeting space use must sign a statement that their organization does not discriminate in membership or in service provision on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by Indiana law. Applications for use of the meeting space will be made available on the Museum's website and at the Museum and will be approved by the Museum Director or an authorized representative according to the following priorities:

*Museum-sponsored or related meetings, programs, etc.,

*Government agency-sponsored programs serving the Henry County community,

*Non-profit public and/or social service organizations located in or operating on a regular basis in Henry County,

*Henry County-based for-profit entities offering a free, open-to-the-public event (e.g., job fair, training event, educational series).

The Museum Director or an authorized representative, e.g., Museum Trustee or Board Officer, has authority to approve use of Museum buildings or grounds based on application. Meeting space use is issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facility. The specific hours must include set-up and clean-up time.

There is no charge for meeting space use though donations to the Museum are always welcome. An authorized representative of the organization should submit the request in advance on an official application form. Applications are taken on a first-come, first-served basis. Please note that we require reservations in advance and will reserve your meeting space time for up to one year. Prior use of meeting space does not entitle applicants to future use. Failure to submit an application on time to renew your group's meeting space use may result in unavailability of the meeting space due to other applicants' granted use.

Meeting space may **not** be used during the Museum's open hours (Wednesday through Friday, 1-4:30 p.m., and Saturday, 10 a.m.-1 p.m., March through December). The meeting space is available at all other times if requested at least one month in advance.

The Museum reserves the right to monitor any meetings held in its facility.

Damage Deposit: **A damage deposit of \$25.00 is required with approved applications.** This needs to be remitted via check made payable to Henry County Historical Society. This check will be returned within 6 weeks *after* the event if no damages are assessed. If damages are sustained to the building and/or artifacts, the damage deposit will be retained and further charges may be applied.

Fees: No groups using the meeting space may charge a fee or ask for donations. The facility will not be available for fundraising events except when the objective is related directly to the improvement of the Museum.

Sales: No items or services may be sold or advertised except for Museum-sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Museum or a book-seller acting on behalf of either of those organizations. The speaker/performer must notify the Museum when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not Museum staff. The exception is made because many of these works are published by small presses or are locally produced, and it is a service to Museum patrons to make them available.

Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. All decorations must be flame proof.

The individual responsible for the meeting space reservation must notify the Museum of meeting cancellations. Event scheduling changes require completion of a new application. Failure to do so may result in loss of meeting space privileges.

Meeting space use may be revoked by the Museum whenever guidelines and policies have been violated.

Care and Use of Facilities

*Please sign in for the group in the Meeting Space Sign-Up Binder. Be sure to include the name of the group, the date of meeting space use, and the number of people attending. This is important for documenting use and demonstrating need of the facility to our stakeholders.

*Please return the meeting space to the set configuration. A layout of the room can be found in the Meeting Space Sign-Up Binder. If tables and chairs are borrowed from another room, please return them and place them back where they were found. Groups are responsible for setting up the meeting space for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables. Turn off all lights when finished.

*Equipment may be provided with prior approval (screen, projector, laptop, extension cord). Arrangements for use of any personal equipment should be made at scheduling time.

*Equipment, supplies, or personal effects cannot be stored or left in the Museum meeting space unless prior arrangements have been made with the Museum Director. These arrangements should be clearly written out on the meeting space reservation form.

*Attendance at meetings will be limited to the capacity of the meeting space (50 persons without tables; 20 persons with tables) due to fire codes and regulations. Seating and/or supplementary furniture are not allowed in corridors outside the meeting space.

*All trash resulting from the serving of refreshments must be removed by the organization. Each group using Museum property is responsible for the condition of the room and must remove after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Museum property will be paid for by the organization booking the room.

*Groups using the meeting space must provide their own coffee, cups, sugar, cream, and light refreshments. A large coffee urn, regular coffee pot, glass pitchers, and tablecloths are available.

*The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the meeting space. Permission to use Museum meeting space may be withheld from groups failing to comply with Museum meeting space policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.

*Museum personnel and/or volunteers are not available to rearrange the seating, carry supplies to and from the meeting room, or to operate equipment that is not Museum property. The Museum Director will meet with the applicant prior to the meeting to show them parking and access to the building, where chairs and tables are stored, and kitchen and restroom facilities. Groups using the Museum meeting space must provide their own personnel for the performance of any of the above-mentioned tasks.

*Publicity is the responsibility of the group reserving the meeting space. The sponsoring group must be identified on all publicity displayed or published. Publicity may **not** carry Museum facility telephone numbers.

*We advise that if you are using the Museum meeting space you arrange for help setting up and breaking down the tables and chairs; don't forget to build time into your application for set-up, break down, and clean-up.

*Failure to observe these guidelines and policies will result in a denial of future meeting space use.

Updated and approved January 2019

Museum Meeting Space Application

Please fill out this information completely and accurately. Once a form is on file with the Museum Director, a new form will not be needed unless the authorized representative or contact information changes. After a form is on file, any new meeting date requests may be requested through phone or email. Ongoing meeting space requests expire annually (one calendar year from date of first meeting). It is the responsibility of the group to renew their meeting room reservation by contacting the Museum Director. If there are any changes to any information, please notify the Museum Director as soon as possible.

Organization Name _____

Authorized Representative _____

Phone _____ Email _____

Primary Contact (if different from Authorized Representative) _____

Phone _____ Email _____

Single use

Meeting date _____ Start time _____ End time _____

Multiple uses

(example: 1st Thursday of each month)

Meeting dates _____

Start time _____

End time _____

Purpose of meeting _____

Expected number of attendees _____

Conditions for Use / Waiver of Liability

_____ (hereinafter "Applicant"):

(Name of group or organization)

Applicant, for itself and its heirs, successors and assigns, shall release, defend, indemnify, and hold harmless Henry County, its officers, agents, employees, and volunteers, from and against any and all claims, demands, liability, damages, lawsuits, or other actions, including, but not limited to, personal injury or death or property damage arising out of or in any way connected with Applicant's use or occupancy of the Henry County Historical Society & Museum facility or equipment.

Applicant shall be responsible for any damages, including replacement costs and staff time, sustained by the Henry County Historical Society & Museum meeting space, including but not limited to its furnishings and equipment, as a result of Applicant's occupancy or use.

Applicant agrees that it does not discriminate in membership or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by Indiana law.

Applicant is a Henry County-based civic, cultural, or educational organization or business or a locally-operating government agency, department, or commission. Applicant agrees to provide documentation of its Henry County-based status as set forth in the Meeting Space Policy.

I certify that I am authorized to sign this Application on behalf of the Applicant. I have read and understand the Meeting Space Policy and the above Conditions of Use/Waiver of Liability and agree to all of their provisions. If a meeting is cancelled, I agree to notify the Museum as far in advance as possible.

_____ Date _____
Signature of Authorized Representative & Date

Please note:

Meeting space reservations are not confirmed until this completed form has been reviewed and approved by designated Museum personnel (Director and/or Board of Trustees).

FOR MUSEUM USE: Approved Disapproved Meeting Space Not Available

If approved, damage deposit of \$25.00 provided.

Damage deposit returned.

Damage deposit not returned due to: _____

_____ Date _____
Signature of Museum Director and/or Museum Board of Trustees Representative & Date