



Shiloh Meeting Hall Rental Policy, Procedures, & Usage Guidelines

Approved by the Shiloh Museum Board of Trustees 14 June 2018

POLICY STATEMENT

- In order to advance the interests of the museum through increased public support and usage and to facilitate participation with the museum, the Shiloh Museum of Ozark History ("the museum") permits organizations to use the first-floor meeting space of the Shiloh Meeting Hall (SMH) for meetings and events when the space is available.
 - Activities hosted at the SMH must be educationally based, public-service oriented events or private functions approved by the museum and within the guidelines stipulated in this policy.
 - SMH may not be used in the promotion of any person for the election to any office.
 - No admission may be charged by organizations using the SMH.
 - No soliciting or selling of products or services may take place in the SMH without prior approval from the director.
 - No use of the SMH second floor is permitted.
- SMH facilities are limited and their use is conditional, as the museum's primary concern is for the appropriate care and safeguarding of its restored historic building. The museum reserves the right to refuse the facility rental due to concerns for the safety of the building and/or conflicts with the museum's mission and goals. Activities must not compete with or detract from the museum's ongoing public activities.
- Everything contained in these policy and usage guidelines applies to both the SMH and its grounds.

USE PRIORITIES

- Highest priority is given to museum activities and programs provided for the public.
- Second priority is given to activities sponsored by the City of Springdale and/or its departments and to the museum's board of trustees.
- Third priority is given to meetings and activities sponsored by the history-based groups which meet regularly at the museum.
- Fourth priority is given to activities sponsored by non-profits, service organizations, and businesses.
- In order to ensure that the museum's mission is fulfilled and that the museum is able to provide staff management for the SMH, the number of rental activities per month or the days/times of rental activities may be restricted.

OCCUPANCY

- Occupancy for SMH events or meetings cannot exceed 80 people.
- No animals except service animals are allowed in the SMH.

PROCEDURES

Reservations

- Inquiries may be made either by phone, email, or in person. Each organization requesting a rental must fully complete a rental agreement on the museum website or at the museum (form attached) and submit it, along with a security deposit, before a final decision is made. In some cases, an IRS non-profit determination letter may be requested of the renter.
- Final approval of the rental agreement for use of the SMH will be made by the director. Once the security deposit (see below) is paid to the museum, a signed receipt of the rental agreement will be provided to the renter and the rental will be confirmed.
- The full rental fee must be received at least 14 days prior to the event or meeting, otherwise the rental agreement will be cancelled and the security deposit refunded.
- Use is restricted to the activities described above and on the rental agreement. Any changes to that use must be approved in advance and in writing by both parties.
- If the renter cancels the agreement, the deposit will be forfeited if notification of cancellation is made less than 14 days prior to the scheduled activities. However, any rental fees paid by the time of cancellation will be refunded.

Hours

- Rental of the SMH is available for Monday through Saturday, from 9am until 10pm.
- The end time for the activity must be planned to allow for necessary cleanup, inspection, and rearrangement of all amenities prior to another group's reserved use of the SMH or the 10pm closing.
- Normal setup (earliest arrival) and cleanup (latest departure) times are 30 minutes each, for which the renter is not charged. Setup and/or cleanup times more than 30 minutes incur an additional \$50 per half-hour increment charge.
- Excess time needed to clean up will be assessed at \$50 per half-hour increment past the allotted rental period and will be billed in accordance with, or assessed against, the security deposit. Renters will be responsible for paying cleanup costs and/or damages that exceed the \$150 security deposit. Renters should not expect access to the SMH prior to 9am or after 10pm.

Parking

- The SMH parking lot can hold 24 vehicles and 2 handicap-accessible vehicles. Overflow parking is available on surrounding Church, Center, and Main Streets and on Johnson Avenue.
- Vehicles left in the SMH parking lot overnight may be subject to towing at the owner's expense.

Food & Beverages

- Food and beverages are allowed on the first floor of the SMH only.
- Alcohol is strictly prohibited in the SMH and on its grounds.
- Renters may bring in non-alcoholic beverages, small snacks such as cookies and doughnuts, and pre-made sandwiches.
- No open flames or other heating elements, such as Sterno or hot plates, are allowed.
- There is no refrigerator or stove, but a coffeepot and small microwave are available.
- Renters should bring their own cups, plates, napkins, utensils, tablecloths, and coffee-making supplies, if needed.
- At the close of the event or meeting, the renter is responsible for seeing that all food and drink items are disposed of in the appropriate trash or recycling cans provided.

Decorations & Signs

- Renters may not make any changes to the SMH or its grounds without the consent of the museum director.
- Renters may not bring onto the premises balloons of any kind, glitter, or candles.
- No signs may be installed on the SMH premises without the written consent of the museum director.

Amenities

- The SMH is accessible for wheelchairs and those with other mobility impairments.
- Museum staff are responsible for setting up tables and chairs.
- Museum staff are responsible for the setup and any problems associated with the audio/visual equipment. The renter must notify the museum in advance of their specific audio/visual needs. The SMH is equipped with a projection system/screen and a PC laptop is available upon request if the renter brings a USB for the event. The system is MAC compatible but the museum requests that the renter brings all personal adaptor cords to ensure that their equipment connects with the SMH audio/visual system.
- Accessible restrooms are available for renters' use.

Legal Issues

- Oversight: The renter agrees that agents for the museum may enter that portion of the SMH premises under use by the rental agreement at any time during the term of the rental period for the purpose of inspection.
- Behavior: The SMH is a historical building which was restored for the museum and community to use and enjoy. The museum expects renters to be respectful of the property and each other. Inappropriate behavior will not be tolerated. Museum staff have the authority to take necessary actions to curtail or end such behavior and to remove offending parties from the premises.
- Assignment: Neither the interior nor exterior of the SMH, nor any portion thereof, may be sublet, nor may the agreement nor any interest therein be assigned by the renter.
- Liability: Renters shall hold the Shiloh Museum Board of Trustees and the City of Springdale harmless from any loss, cost, damage, or injury that may arise out of, or in connection with, the use of the SMH and its grounds by the renter, its agents or invitees, or any other person using those premises under use by the renter.
- Termination: The museum may terminate the rental agreement at any time, should it be determined that public necessity and convenience require it to do so. A written notice of termination will be issued at least 14 days prior to the event date according to the rental agreement, and the renter's security deposit and/or rental fee will be refunded.
- Default: In the event that the renter is in default in the performance of any of the terms herein agreed to, the museum may terminate this agreement forthwith, the museum staff or their agents may enter the SMH and remove all persons and property, and the renter will not be entitled to any money paid as part of the rental agreement. In the event the museum brings legal action to enforce any of the terms thereof, or to obtain possession of said premises by reason of any default of the renter, the renter agrees to pay the museum all costs of such legal action.

RENTAL FEE

- The rental fee for use of the space and regular furnishings of the SMH is \$75 per hour or portion thereof.
- A security deposit of \$150 is due upon signature of the rental agreement. The date will not be reserved without full payment of the deposit. The security deposit will be returned within 14 days following rental if all conditions of the agreement are met.
- Except as otherwise noted, one museum staff member will be on duty during any event or meeting; the cost of staffing is included in the rental fee. In reviewing plans for the event, should the museum determine that additional staff, including security guards, are necessary to protect the museum's interests, fees for those services will be charged at \$50 per hour, based on actual hours, with a minimum of two hours per employee.
- In addition, the renter will pay fees for the use of extra equipment as agreed upon by the museum and the renter.
- The museum director has the right to waive and/or adjust rental fees as appropriate.



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Shiloh Meeting Hall Rental Agreement

***Please refer to the "Shiloh Meeting Hall Rental Policy, Procedures, & Usage Guidelines" which govern use of the Shiloh Meeting Hall and its grounds**

Name of group ("renter"): _____

Person responsible: _____

Phone: (____) _____ Email _____

Purpose/kind of meeting/event: _____

Date needed: _____ Event start time: ____ am/pm (circle one) Event end time: ____ am/pm (circle one)

Setup/pre-event arrival time ____ Cleanup/post-event leave time ____

Note: No entry to the SMH before 9:00am and no exit later than 10:00pm.

Estimated number of attendees: _____ Note: Maximum occupancy cannot exceed 80 people.

Laptop/overhead projector/screen needed? Circle whichever is needed. Note: If you bring your own laptop, it must be PC-compatible or be able to be converted to PC. Projector only has HDMI connector, so bring an adapter for older computers.

Chairs needed (75 available): _____ Six-Foot Tables needed (10 available): _____

Will you be having food and/or beverages? If so, please describe: _____

I have read and agree to the conditions stated in the "Shiloh Meeting Hall Rental Policy, Procedures, & Usage Guidelines." Please initial here: _____

For security deposit and rental fee, makes checks payable to "Shiloh Museum."

For the renter (person responsible)

Allyn Lord, director, Shiloh Museum

Date

Date

The Shiloh Museum of Ozark History serves the public by preserving and providing resources for finding meaning, enjoyment, and inspiration in the exploration of the Arkansas Ozarks