

# **BUILDING USE POLICY for the BOONE HISTORY CENTER (BHC)**

**Boone County Historical Society (BCHS)  
602 Story Street Boone, Iowa 50036  
515-432-1907**

To provide a positive experience for all facility users of the Boone History Center (BHC), we request that you adhere to the following guidelines:

1. You are responsible for setting up, wiping down tables and other surfaces, and taking down the chairs and tables for your meeting/activity in the dining area. Please replace tables and chairs in the configuration in which you found them. Please treat the chairs, tables, and floor with care.
2. Kitchen facilities are designed for use with mostly paper products and catering services. If your group uses the stove, refrigerator, food warmers, waffle irons, coffee makers, or other appliances, please clean properly with soap and hot water. All dishes must be properly washed and replaced in their proper locations. Please wash all surfaces in the kitchen area. Cleaning supplies are provided in a marked cabinet near the kitchen telephone.
3. You are responsible for furnishing your own food, beverages, and paper goods including: napkins, plates, plastic ware, cups, etc. Under no circumstance should you use the aforementioned goods already in the kitchen, they are the property of Boone History Center. The user will be liable for any equipment that is damaged or taken from the building.
4. Under no circumstances should visitors change the thermostat settings. The current program is reasonably set and chosen for the comfort of our users as well as the affordability of our institution. Changes in settings will be subject to a deduction from the user's deposit.
5. All garbage from your meeting **MUST** be placed in the canister behind the building at the 6th Street entrance. If canister is full, please neatly bag remaining trash and place next to the canister. All spills must be cleaned up. Mops and brooms are stored in the kitchen behind the double doors (hanging on the wall), and cleaning supplies are provided in a marked cabinet near the kitchen telephone.
6. Alcoholic beverages, smoking, and illegal drugs are prohibited in the building.
7. The director shall have the authority to approve all activities in which the use is under one week. All activities requiring use of the meeting rooms for longer than one week will require approval by the executive committee.
8. Fees are outlined below for the use of our facilities. In addition, a refundable \$100 deposit will be required in order to secure a key for the building and in the case of damage done to the property or in the event this agreement is not upheld.
  - a. The fee for groups, organizations, and individuals using the meeting room on a reoccurring basis shall be \$35 per session for non-members, and these groups will be expected to adhere to the same policy as one-time users. If 25% of group members are members of the Boone County Historical Society, or if the group has a business or non-profit organization membership, the fee per session is \$30 (for reoccurring meetings). *A minimum of a \$50 fine, with \$50 per additional hour, will be imposed if the BHC must clean or move tables.* Additionally, if a reoccurring group decides to cancel a meeting, unless two weeks' notice is given, they will still be responsible for paying the per session fee.

b. For any profit-making event(s), the responsible person, signed below, will be liable for obtaining all appropriate licenses, tax information for vendors, insurances, etc.

c. The fee for individuals and groups for the purposes of receptions, reunions, funeral dinners, etc. will be \$100 per day for non-members and \$85 for members.

d. The fee for BCHS member volunteers and BCHS member employees who work or serve an average of 15 hours per week will be \$75.

9. The facilities will only be officially booked when the deposit has been received. For a penciled in date, if no deposit has been received, the date cannot be guaranteed.

10. All room rental fees are non-refundable. Exceptions will rarely be made, and are at the discretion of the Executive Director.

11. The Society reserves the right to refuse the use of the building to groups, businesses, and individuals who have failed to observe these rules for use of the facility.

12. The lower-level meeting room has been rated for an occupancy of 130 people max.

Name of organization or individual \_\_\_\_\_

Preferred Method of Deposit Return: Mail      Pick-Up      Destroy Check

\_\_\_\_\_  
Responsible Person

\_\_\_\_\_  
Date(s) needed

\_\_\_\_\_  
Phone / Cell Phone

\_\_\_\_\_  
Absolute Times for Use

\_\_\_\_\_  
Address

\_\_\_\_\_  
Type of Function

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

Administrative Use Only

Key Assigned: \_\_\_\_\_

Key & Deposit Returned: \_\_\_\_\_