

SAUGATUCK-DOUGLAS HISTORICAL SOCIETY OLD SCHOOL HOUSE HISTORY CENTER RENTAL POLICY

OVERALL STATEMENT

The primary purpose of the Saugatuck-Douglas Historical Society's Old School House History Center (OSHHC) is for programs, meetings, and discussions scheduled by the Society. Local groups who serve the Saugatuck-Douglas area may schedule the OSHHC for functions of a cultural, educational or civic nature. The facility is also available for private events.

RENTAL RATES

Rentals include use of the room and restrooms, tables, chairs, mobile white board, portable monitor, and Main Room monitors and computer. The Back In Time Garden is also available for rental.

Commercial & Private Clients		
Event Space	Capacity Seated/Tables & Chairs	Daily
Main floor	70/30-35	\$200
Gallery	70/30-35	\$150
Garden & OSH		\$900

Non-profit Groups		
Event Space	Capacity Seated/Tables & Chairs	Daily
Main floor	70/30-35	\$100
Gallery	70/30-35	\$75

GENERAL POLICIES

1. THE OSHHC is available for use whenever the use does not conflict or interfere with planned Society activities and upon prior written approval of an "Application For Use" by an Officer of the Society.
2. Responsibility for use of the OSHHC and compliance with the regulations rest upon the applicant and/or the organization signing the "Application for Use" request. The applicant is also responsible for returning the OSHHC in the same condition as it was received. If the request is approved, the OSHHC will be opened and closed by a Society member or a key will be provided to the applicant to be returned within 24 hours.

3. The applicant and, shall agree to save and hold harmless the Saugatuck-Douglas Historical Society and shall agree to assume responsibility for all liabilities arising from the applicant's use.
4. No smoking is allowed on the premises. Refreshments and catered meals may be served. The applicant is responsible for cleanup and damages.
5. Alcoholic beverages may be served only in accordance with the rules and regulations of the Michigan Liquor Commission.
6. Applicants shall be provided a copy of this policy.
7. Granting permission for use of the OSHHC does not imply endorsement by the Society of the user or the user's beliefs.
8. OSHHC use privileges shall be denied to a group or organization failing to adhere to and comply with these policies and regulations.
9. The applicant is responsible for arranging the OSHHC prior to use and returning it to its original arrangement.
10. The Saugatuck-Douglas Historical Society Board of Directors reserves the right to amend or add to these policies at its discretion.

Questions should be directed to Fred Schmidt at 269-857-1620 or by email at info@sdhistoricalsociety.org

**SAUGATUCK-DOUGLAS HISTORICAL SOCIETY
OLD SCHOOL HOUSE HISTORY CENTER
APPLICATION FOR USE**

Areas being rented: _____

Date for Use: _____ Time: From _____ To _____

Group/organization Name: _____

Group/organization Officer: _____

Phone Number: _____

Applicant's Name: _____

Applicant's Position in Group/organization: _____

Describe the type of meeting and activities to take place (speaker, discussion, exhibit, film, meeting etc): _____

Number Expected to Attend: _____ Refreshments (yes/no): _____

AGREEMENT

I have received a copy of the OSHHC Rental policy.

The applicant agrees to:

1. Observe OSHHC Rental policy and regulations
2. Pay for any damage done to building, furniture, equipment or gardens
3. Return facility to previous condition.

I have read and understand the OSHHC Rental use policies and regulations and agree to abide thereby.

NAME _____

SIGNATURE _____

DATE _____

Approved: _____ Not approved: _____ Reason: _____

Application approved:

Society Officer: _____ Date: _____