

# St. Albans Historical Society Building Use Agreement

This agreement is between the St. Albans Historical Society (Historical Society) and

(Renter - print) \_\_\_\_\_

Purpose for using building: \_\_\_\_\_

Date needed and time: \_\_\_\_\_

## Guidelines for Building Use

This is an agreement for the use of the St. Albans Historical Society building:

1. The use of tobacco and alcoholic beverages are not permitted in the facility.
2. Any damage, loss or breakage occurring to the property because of the activities or the participants using the building shall be paid by renter.
3. The storage room of the building will be for the exclusive use of the Historical Society and the kitchen may be used.
4. When the renter completes the use of the building, all space used is to be returned to the original condition and set-up the way it was when the group arrived, including the floor and trash cans, unless instructed differently. Doors must be locked and lights out. Key arrangements to be discussed prior.
5. The heating and air conditioning will be returned to the minimum after each use (heat 55 degrees and air condition (off), unless instructed otherwise.
6. As the Historical Society also uses this facility as a museum and it contains valuable historical artifacts, photos and books, it is important that no items are disturbed or removed. Books may be reviewed, but returned to their original location when finished.
7. The Historical Society reserves the right to cancel any building use agreement at their discretion.
8. A Historical Society may come to the building as the conclusion of the function to ascertain the facility is in order and assist in lock-up.
9. The building rent will be \$35 for no more than 4 hours. An additional \$10 per hour is required for each additional hour. A \$35 deposit is required (total \$70) and will be returned within 7 days if the building agreement is followed. Payment will be by check to the St. Albans Historical Society treasurer and made out to the Historical Society. (Vickie Harrison, 11 Beachview Dr., St. Albans, WV 25177)

Signature (renter) \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_