



# SLIFER HOUSE MUSEUM

*The birthplace of Albright Care Services*

## **Museum Rental: Rules and Regulations**

1. **Rental Fee:** The rental fee calculated will include the total time the applicant uses the first floor of the Museum and its grounds. This includes:
  - 1.1 Set up time for food, chairs, tables, deliveries, etc.
  - 1.2 The duration of the function.
  - 1.3 The clean up time following the function.
  - 1.4 The hourly fee shall be:
    - 1.4.1 Social gatherings: \$200/first hour and \$100/each additional hours
    - 1.4.2 Weddings: \$300/hour and \$100/each additional hours
    - 1.4.3 Nonprofits: Negotiable
2. **Pre-Activity Arrangements:** All activities or preparation for activities must be arranged through the museum office at the time a security deposit is due.
3. **Maximum Participants:** The maximum number of people who may attend functions at the museum are:
  - 3.1 A wedding held inside: 50
  - 3.2 Any other event held inside: 50
  - 3.3 Activities held outdoors: 150
4. **Conduct of Guests:** Individuals or groups using the museum will be held accountable for the conduct of their guests. The applicant(s) will sign the attached contract, making them responsible for the full value of financial restitution for theft and/or damages to the museum.
5. **Security Deposit:** Security deposits will be required four weeks prior to any scheduled events.
  - 5.1 Security deposit will be held until the museum and its contents have been examined for breakage and/or theft by guests. Examination period will not exceed one month.
  - 5.2 Any additional cleaning services will be billed directly to the applicant or deducted from the refundable security deposit.
  - 5.3 When the museum staff determines that the museum and its contents are in good order, the security deposit will be returned less any appropriate deductions.
  - 5.4 Security deposits are as follows:
    - 5.4.1 Non-profit events: \$300
    - 5.4.2 Business meetings: \$100
    - 5.4.3 All other events: \$500
6. **Children:** Young children must be supervised by an adult at all times.
7. **Tobacco Prohibition:** The use of tobacco products is prohibited in the museum and on its grounds.



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- 8. Cleanup:** The applicant is responsible for cleanup of the house and its grounds. This policy is for the applicant's and museum's protection.
  - 8.1** If cleanup is unsatisfactory, the party will be charged according to section 5.
  - 8.2** The applicant will be charged the hourly rate of RiverWoods' cleaning services or a comparable cleaning establishment.
  
- 9. Museum Representatives:** Representatives of the museum must be on the grounds or in the museum at all times for the activity. This policy is for the renter's and museum's protection.
  - 9.1** The representative will be present to answer any questions and to help with any problems that might occur during the activity.
  - 9.2** The representative is not responsible for the set up or cleanup of chairs, tables, or any physical aspect of the activity.
  - 9.3** The representative is also not responsible for any theft or injuries.
  
- 10. Fee for Reservation:** A nonrefundable \$100 fee must be paid at the time the application is submitted for the planned event. This fee is required for the date to be reserved and will then be applied to the total rental fee.
  
- 11. Amendments:** All changes to the original contract must be authorized by the director and must be presented as a written amendment to the contract two weeks in advance of the scheduled event.
  
- 12. Catering Service:** An on-site catering service is offered by Sodexo. Contact the museum for additional information and a referral.

  
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**Contract for Museum Rental**

Reminder to Applicant: The Slifer House is a museum and must be treated with the respect and care warranted by its age and the age of its contents.

**Applicant Information:**

1. Date of Application: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone(s): \_\_\_\_\_
5. E-mail: \_\_\_\_\_

**Event Information:**

1. Type of activity: \_\_\_\_\_
2. Date of activity: \_\_\_\_\_
3. Time of activity, including set up and clean up: \_\_\_\_\_  
\_\_\_\_\_
4. Fee for activity per hour: \_\_\_\_\_
5. Required Deposit Amount: \_\_\_\_\_

\*Security Deposit is due four weeks prior to the event and is refundable if no theft, damage, or breakage is evident and no clean up costs accrue.

**Agreement:**

1. After reading and reviewing the rules and regulations governing the use of the Slifer House Museum, I/We \_\_\_\_\_ hereby agree to the terms.
2. It is agreed that signing this contract constitutes a full understanding and acceptance of the rules and regulations of the museum and of all the responsibilities assumed by the applicant(s).

\_\_\_\_\_  
Signature of Applicant(s) or E-Signature of Applicant(s)

\_\_\_\_\_  
Signature of Museum Director