



Facilities Rental Office
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Rome Area History Center
305 Broad Street
Rome, GA 30161

Rental Fees, Policies and Procedures

I. Rental Fees

Event Space Rental

Includes Large Upstairs Event Room, Catering Kitchen, Sound System, Use of Tables and Chairs	Mon-Thurs	\$400.00
	(4 hour rental)	
	Fri – Sat	\$800.00
	(all day rental)	

Audio/Visual Equipment Rental	\$100.00
Projector/Screen	

Additional Fees

Renter is responsible for paying the schedule security officer \$20 per hour for the event start to end time. Further discussion will be had with the Facilities Supervisor to determine the specific times.

<u>Cleaning and Damage Deposit</u>	<u>\$300 (refundable—reference policy II)</u>
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Payment of rental fees and cancellations: An advance fee deposit of ½ of the total rental fee is required within ten working days from making the reservation. If the advance fee deposit is not paid within the ten working days, the reservation will be cancelled without notice by this office. No reservation will be considered confirmed until a signed contract and half of the rental fee has been paid; unless authorized by the Facilities Supervisor.

The balance of the rental fee is due by 5 p.m. on the last business day prior to the rental date. The Facilities Rental Office is located at 601 Broad Street. The office hours are 8:00 a.m. to 5 p.m. Monday through Friday. The office is closed Saturday, Sundays and holidays. Payments may be made in person via cash, check or money order. May also be made over the phone with a credit card or a check/money order can be mailed to the City of Rome, Attn: Facilities Office P.O. Box 1433 Rome,

GA 30162-1433 and must arrive no later than the last business day prior to the event; unless other arrangements have been approved by the Facilities Supervisor. In order to receive a full refund of the rental fee. The cancellation must be made no less than thirty days prior to the event. Cancellations made less than thirty days prior to the event will result in forfeiting the advanced fee deposit. If you reserved a date and decide to move your event to another date please do so within thirty days of the original rental date or you will forfeit the advance fee deposit on the first rental and have to pay the full rental of second date.

II. Cleaning and Damage Deposit

A cleaning and damage deposit will be collected in advance for each reservation. The cleaning and damage deposit for the History Museum is \$300.00. The cleaning and damage deposit is due when the key is picked up from the Facilities Office.

If no damages are incurred and the facility is returned to its original condition you rented it in then the cleaning and damage deposit will be fully refunded when the key is returned to the Facilities Rental Office on the following business day. When damages are incurred, or if the facility is not left in satisfactory condition/original condition, then the deposit will be withheld and any balance for repairs or for cleaning beyond the normal limits will be charged directly to the renter. PLEASE REFERENCE THE STRONG DECORATING GUIDELINES!!!

The cleaning and damage deposit will not be returned until any/all key(s) are returned to the Facilities Office located at 601 Broad Street on the first business day after the rental.

III. Renter's Responsibility

- Please be sure your guest are aware that they are to enter the facility from the back side of the Museum on West 1st Street (formally named Tribune Street); this entrance faces the Town Greene and the Forum. Guest may use the elevator to go upstairs to the banquet hall.
- Guest are NOT ALLOWED to enter the museum space under any circumstance. NO EXCEPTIONS!!
- The HVAC is a monitored system; you may only set the temp up or down five degrees either way.
- Cleaning the History Museum before leaving the building after the event; leave it in the condition you rented it in. Please do not leave with the intentions of returning in the next morning to clean up because there maybe another rental the following morning.
- The renter is responsible for setting up and taking down tables and chairs for the event. The renter is also responsible for any additional equipment they may need outside of what is already provided.

- Do not drag tables and chairs across the floor; in addition do not allow guest to do this at the event. It will damage the hardwood floors and you could be held responsible for damages. Best process it to roll the round tables and lift the rectangle tables when moving them.
- Mop up all spills before you leave or even entire floor if it is EXTREMELY dirty or sticky.
- Deposit all trash from your event into the trash cans outside of the building facing The FORUM; located against the wall.
- Pick up trash from the restrooms.
- Return all tables and chairs at the end of the event to the storage closet. Do not stack chairs more than ten chairs high.
- Turn off all lights, sound, and Audio Visual equipment before exiting the building.
- Be sure to pay the security officer for their services in cash during the rental.
- Return the building key to the Facilities Supervisor on the next business day after your rental.

Set-up time, event time and departure time must be provided on the contract when it is signed by the renter no less than two weeks prior to the actual event.

Reservations are strictly on a “first come, first serve” basis. No reservations will be made more than one year in advance. The Facilities Supervisor is not responsible for automatic, “annual” bookings.

Activities scheduled in the History Museum are required to end no later than midnight Sunday through Thursday and no later than 2:00 a.m. on Friday and Saturday night.

IV. Rental Items

- Tables and chairs which are stored in the storage closet behind sliding barn door. Listed below is a list of rental equipment / this is the current inventory as of January 2020; please keep in mind totals may vary slightly due to any possible damage.
 - 9 – 8 ft rectangle tables
 - 6 – 6 ft rectangle tables
 - 6 – 36 in round tables
 - 6 - 60 in round tables
 - 200 chairs
 - 2 decorative pedestals
- Sound System (equipment is inside the storage closet on the shelf in the corner)
- Heat and/or air conditioning
- Basic facility lighting
- Water / restrooms

- Fridge, Food Warmer, Ice Machine
- Projection Screen / Projector (for an additional fee of \$100)

Max capacity for events is 250.

V. Rental Restrictions

- Public dances where tickets are sold at the door to the public for admission are not permitted; you may not operate this facility as an impromptu a
- Private Dances are permitted where guests are given personal invitations at no charge or that a ticket is purchased in advance. The rental fee includes use of the entire building and where a band or a disc jockey entertains guests.
- Please refer to the very strict policy and guidelines on DECORATING for all restrictions regarding decoration the facility.
- No outside signs or banners are permitted on the History Museum itself.
- Reservations cannot be made more than one year in advance.
- The only free usage of the History Museum will be for governmental functions such as public hearings, elections and meeting/events conducted by the City of Rome.
- Smoking is not permitted.
- Gambling is not permitted in any form.
- Alcoholic beverages are not to be sold on the premises without a Temporary Pouring License issued by the City or Rome.
- All state and local fire codes must be observed in addition to any city codes and ordinances.
- There are no storage facilities at the History Museum. All decorations, sound and catering equipment, etc., must be removed from the premises immediately after an event.
- Do not charge an admission at the door for any event. It is strongly prohibited.
- Access to the facility can start no sooner than 5 A.M. the morning of the event and renter must be out of the facility no later than 2 A.M. the evening of the rental. If there is no rental in the facility the day before your rental and the Facilities Supervisor has given you permission to get in the facility the day before you can do so. If you feel like you need additional time to decorate the recommendation is to rent the day before your event in order to do so.

Failure to comply with any/all policies and procedures could result in the cleaning and damage deposit being withheld and possibly disqualify the renter for using any City facility in the future for private rentals.

VI. Security

Security is required for events at the History Museum at a rate of \$20 per hour. Renter pays the officer cash the night of the event for their time during the event. The Facilities Supervisor will schedule the officer and will determine the hours their presence is needed at the event.

VII. Kitchen Policies

Renters are responsible for restoring the kitchen to its original condition. No food is to be left out on the counters or inside equipment. All surfaces and countertops are to be wiped down before leaving the building. Grease and food are to be disposed of properly; do not pour either down the sinks or down the toilets.

Furnished commercial kitchen equipment includes:

- Ice maker
- Refrigerator
- Food warmer

No cooking utensils, dishes, or linens are furnished.

VIII. Contracts

A rental contract is required to rent this City Facility. No events is considered secured without a contract issued by the Facilities Supervisor and a security deposit paid within ten days of booking.

IX. Set-Up Crew

Contact the Facilities Supervisor if you require tables and chairs to be set up and broken down for your event. The cost for the crew is an additional \$200 on top of the rental fee. Contact the Facilities Supervisor for more information and no later than two weeks prior to the event to add this service to your contract. You will be asked to provide a diagram for the crew to accommodate your request.

X. Liability

The City of Rome assumes no responsibility for loss, theft or damage incurred to personal or rental property brought into the facility. The City of Rome assumes no liability for any injury to person(s) during the time the facilities are under the rental agreement. No liability is assumed by the City of Rome for vehicles or equipment in or around the History Museum grounds.

****Please note this facility is monitored by video surveillance.***

****Please reference the attached STRICT DECORATING GUIDELINES when setting up for your event!!!!!!***

HISTORY MUSEUM

DECORATING GUIDELINES

Decorating guidelines have been set in an effort to maintain the appearance of our facility and provide the same quality service to all of our clients. Please keep in mind that the History Museum hosts several thousands of guests each year and these guidelines are essential to maintain the venue for everyone to enjoy.

These guidelines are not all-encompassing, so clients with any questions or concerns about their décor should discuss their plans fully with the Facilities Supervisor prior to the event to ensure all décor is in compliance with venues policies. A site tour is done by a member of the Cities Facilities Department prior to the renter's arrival and again after each event to inspect for damages and cleanliness. The Facilities Supervisor can be contacted directly Monday – Friday from 8:00 a.m. to 5:00 p.m. or in cases of **extreme emergencies** after hours at 706-388-1234.

- For hanging banners or other décor throughout the banquet room:
 - No tape of any kind is allowed on any walls, blinds, doors, columns, ceilings or window frames around the glass anywhere in the banquet hall. A high quality, transparent tape (such as Scotch tape) may be used to hang signs on GLASS surfaces ONLY. Please be sure to remove all tape from the glass after the event.
 - Beeswax, painters tape or poster putty may be used to attach very light decorations to the walls. Please remove all wax/putty, painters tape and décor must be removed from the walls after the event.
 - Push pins are not allowed.
 - Nails, staples, screws or any other permanent mounting fixture are NEVER allowed for any reason. You CANNOT make a hole of ANY type in the walls, doors or trim. This will automatically forfeit your cleaning and damage deposit. NO EXCEPTIONS.
- For suspending items from the ceiling throughout the banquet room:
 - No décor of any type may be hung from light fixtures, signage, sprinkler system or other permanently placed fixture.
 - Nails, staples, screws or any other permanent mounting fixture are NEVER allowed to hang anything from the ceiling.
 - The renter will be held liable for any damages caused by hanging décor improperly according to guidelines.
- For running décor or AV requiring cables or extension cords:
 - The only acceptable tape such as Gaffer's tape or painters tape can be used for affixing running décor or cables/extension cords to the floor. Duct tape and packing tape are NEVER allowed.
 - All cables and cores should be firmly taped to the floor or properly covered. Mats and cable ramps are acceptable for covering cords during the event; renter must provide their own.
- There is a ladders provided in the storage closet; do not remove the ladder from the building. Do not bring a scissor lift into the facility.
- If helium filled balloons are used please secure them with balloon arches, columns, and any other means of securing them without violating guidelines. Do not leave floating balloons on the ceiling after your event. Remove them from the venue.
- Some décor is difficult to clean up; examples include paper mache, confetti, glitter, silly string, and sequins. Any debris left behind may result in the renters cleaning and damage deposit being retained. Please be mindful of what damage can be caused to the venue should you use such items.
- No hay is permitted inside the facility for fire code purposes; NO EXCEPTIONS.
- The use of candles is permitted provided that ALL candles are in votive containers which the flame does not extend past the top of the votive. NO incense, sparklers, sage or any other type of burning of items may occur within the Center.

- No oil-based fog/haze of any kind is allowed; be advise if you choose to do this it will most like set off the fire alarm and the fire department will be dispatcher and your event will be interrupted until they clear the facility. Water based fog haze is allowed but must be approved in advance by the Facilities Supervisor prior to rental date.
- No décor may be placed over doors marked as emergency exits with signs above them for any reason that could prevent impeding ingress or egress to the building for safety and fire code purposes.
- Renters are responsible for ensuring all decorations and items used to decorate are removed immediately following your event. The City is not responsible for any items that are left behind following the event. Any items that must be left have to be discussed with and approved by the Facilities Supervisor PRIOR to the rental date. NO EXCEPTIONS.
- Renters are responsible for leaving the facility clean and free of damage after each event. The \$300 cleaning and damage deposit will be retained at the discretion of the Facilities Supervisor. Should the damage of the facility exceed the \$300 cleaning and damage deposit the renter will be held liable for the total repair cost to return the facility to its original state.
- *Please note and be aware this facility is monitored by video surveillance.*

BY SIGNING THE RENTAL CONTRACT YOU ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND THE DECORATING GUIDELINES. YOU UNDERSTAND THAT YOU WILL BE HELD LIABLE AND FORFIETT THE CLEANING AND DAMAGE DEPOIT SHOULD YOU NOT ADHERE TO THE GUIDELINES FOR THE USE OF THIS FACILITY.