

Forest History Society Facility Rental and Use Policy

1. Reservations & Rented Spaces

To reserve a date, please fill out the application. Rentals are not confirmed until FHS staff have approved your application and a \$200 security deposit has been received.

Cancellation: A 48-hour cancellation notice is needed to receive a 50% refund of your deposit. Cancellations after the 48-hour window are nonrefundable. In the event of cancellation due to circumstances beyond the renter's control, e.g. inclement weather, the deposit will be fully transferable to another reservation.

The FHS reserves the right to deny any event rental application for any reason at any time. The FHS reserves the right to cancel a scheduled event for any reason up to 60 days prior to the event. The FHS may cancel a scheduled event, within 60 days of the event, if the renting party has misrepresented the event, failed to make necessary payments, or otherwise violated the *Facility Rental and Use Agreement*. Rental reservations will not be considered for:

- Religious purposes
- Partisan political purposes
- Wedding receptions
- Dramatic presentations or musical program requiring significant adjustments to existing systems

Reservations include the main conference space, the lobby & exhibit hall area, use of tables & chairs in the conference room, kitchen access, trash receptacles, free internet access, and free on-site parking. Tours of the library & archives are available based on staff availability at no additional charge.

Room Capacity

- Maximum Capacity for standing event/reception with food and beverage tables: 120
- Maximum Capacity for seated event at 60" round tables + food and beverage tables: 64 (8 60" round tables)
- Maximum Capacity for seated event auditorium set-up with food & beverage tables: 110
- Lobby & Exhibit Hall Capacity: 50-60

2. Available Days and Times

FHS does not allow event rentals on days that our office is closed (weekends, holidays, etc.). An event rental, including any time necessary for set-up or preparation, may begin at the start of regular hours at 8:00 a.m. Monday through Friday. All rentals, including any time necessary for clean-up or take-down, must conclude by 5:30 p.m. Guests, caterers, and any other attendees must exit the Forest History Society (FHS) building prior to this time. The renting party is responsible for adhering to start and end times.

Extended hours (outside of regular business hours, M-F) may be arranged with FHS based on staff availability and for an additional hourly surcharge.

Public access to the Society headquarters building will not be restricted during normal operating hours due to rentals. Public access to the FHS library must not be obstructed during your event.

3. Payments and Fees

An interested party shall submit the Event Rental Application via the application found on the FHS website or via contact with FHS staff, which will describe details of the proposed event. FHS staff will approve or deny the Application for any reason. The reservation will not be confirmed until the security deposit and a signed Facility Rental and Use Agreement are received by FHS.

Rental rates and payment information are available to view at any time on the FHS website. In addition to the total hourly charges for renting the space, each group that exceeds (10) guests will be required to pay a janitorial fee of \$50. All groups of (50) or more guests will be required to pay a janitorial fee of \$100.

All groups who utilize the technology in the meeting space, including the A/V system (projector, speakers, microphones) and computer, will be required to pay a technology fee of \$75.

These fees are subject to change at FHS's discretion. For all reservations, the price of fees quoted at the time of booking will be honored.

Any damage fees shall be paid upon presentation of a statement. Additional cleaning costs for the rented spaces, patios, and grounds may be charged up to the full amount of your deposit or more depending on the condition of the facility and ground after your event.

FHS is not responsible for yours or your guest's personal property.

4. Rental Rules and Restrictions

The individual responsible for the reservation must be present at all times and be personally responsible for their guests. If this is not possible, the individual responsible for the reservation should appoint an on-site contact who will be present for the duration of the event. The individual responsible for the reservation and/or the on-site contact is **required to check in at the front desk when they arrive for set-up and before they leave the building.**

Parking: Parking is only allowed in the parking lot spaces provided (36) and the use of one (1) curbside on the property. (Approximately 65 total spaces). We do not endorse parking on Academy Road. DO NOT block the loading dock area or the fenced trash/recycling area at the front of the building.

Trash: You must remove all trash and recycling from the property after your event.

Noise: Loud music or noise is not allowed outdoors. Please be aware and respect the adjacent neighbors.

Decorations: No nails, thumbtacks, glue, tape or any adhesive will be used on the meeting room walls, floors, windows, doors. Gaffers tape (a type of tape approved for hardwood floors) may be used on the floor and must be thoroughly removed after your event.

Use of Kitchen: FHS has an onsite staff kitchen that may be used for your convenience to prep or stage food and beverage items. You must provide your own catering supplies & equipment. Please do not remove any items from the refrigerator or cabinets. Please be sure to clean the space and remove your catering supplies/equipment before you leave the building.

The following activities are not permitted before, during or after events:

- Eating or drinking in the library or archives
- Smoking or vaping in FHS building headquarters, entryways, exterior pathways or parking lot
- Movement or use of glass exhibit cases in the lobby/exhibit area
- Food and beverages may not be set atop cases or in exhibit areas
- Consuming food & beverages outside event area – no open containers containing alcoholic beverages can be carried from the building
- Use of nails, tacks, screws, tape, or any other fastening device on the walls, floors, or ceiling of the FHS headquarters building
- Use of open flames, heaters, balloons, confetti, birdseed, or rice

5. Food and Beverage/Catering

Food and beverages are not permitted in the library and archives. Renters must choose a licensed caterer and inform FHS of the chosen food and beverage caterer (14) days prior to event.

Please instruct any outside vendors you hire for your event to make delivery only (1) day prior to your event date. Deliveries need to be made through the FHS loading dock only. All outside rentals for your event must be picked up the following day. Caterers must use the loading dock for load-in and load-out for large equipment and rental furniture into the building.

Alcohol

Beer and wine are permitted in moderation inside the building only. Renters agree to comply with all laws and regulations regarding the serving and consumption of alcohol. For events where the renting party wishes to serve beer and/or wine, the beer/wine must be purchased through a licensed caterer, and a licensed bartender must be present to serve the alcohol. Self-catered alcohol is not permitted.

For events where the renting party wishes to **sell** beer and/or wine, they must obtain a 1-day permit from the NC ABC Board and submit this permit to FHS no later than (48) hours in advance of their reservation. Please visit <https://www.abc.nc.gov/permits-audit/general-permit-information/limited-special-occasion-and-special-one-time-permit-information> for details.

Events in which beer or wine are served (not sold for cash or other tender) *do not* require a one-day permit; however, FHS reserves the right to request the client provide one.

FHS does not allow the sale or service of fortified wine or spirituous liquor under any circumstance.

6. Damage

Renting party shall be responsible for the cost of repairs or replacement of any property damaged or destroyed by those in attendance. Any excessive mess remaining after the event may require additional janitorial charges.

7. Liability and Insurance

All renters are required to provide a Certificate of Insurance for minimum \$1 million of coverage for general liability that names FHS as additional insured. Ask your insurance agent to send certificates via email to [Jennifer Watson](mailto:jennifer.watson@fhs.org). If you do not carry insurance as an organization, please contact our office for assistance.

FHS is not liable for the theft, damage, or loss of any items in the building prior to, during, or following an event. FHS is not liable for any loss, injury or death resulting from the provision of contracted services, including but not limited to food and beverage service, furniture and equipment rental, and transportation services.

The renting party shall indemnify and save harmless the Forest History Society and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the renting party, or of any of its contractors, under the *FHS Facility Rental and Use Policy*.

8. Digital Facility Rental & Use Policy and Rental Applications

The *FHS Facility Rental Application* is available on the FHS website at <https://forms.gle/4hMALRFYmiwWEPq2A>. Parties interested in reserving the space may fill out this application to request date(s) for their event and provide details about their event to FHS staff. Prospective renters are required to complete a digital signature in order to submit an application; this digital signature certifies that the prospective renter has reviewed the policies described herein and agrees to adhere to them. It is the responsibility of the renting party to familiarize themselves with the complete FHS Facility Rental & Use Policy and to request clarity from FHS staff around any policies as needed.

The FHS Facility Rental & Use Policy is available in full on the FHS website for interested parties to review at any time.