

# Facility & Grounds Rental Policies

The General Lew Wallace Study & Museum is a National Historic Landmark site. As such, policies regarding use of the historical buildings and grounds are designed to protect the historical integrity of the site.

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## Policies

The following are policies of the Crawfordsville Department of Parks and Recreation regulating the General Lew Wallace Study & Museum's facility and grounds rental program. Any individual, group, organization, or corporation is eligible to apply for use of the General Lew Wallace Study & Museum. However, use may not be part of a profit or fund raising event unless a request is submitted in writing detailing the proposed event and subsequent approval is granted by the museum director. The Crawfordsville Department of Parks and Recreation and/or the General Lew Wallace Study & Museum reserves the right to deny the use or continued use of its facilities to any person or organization that does not comply with the stated policies. The museum does not supply chairs, tables, tents or other event related materials. Rental and/or acquisition of such items are solely the responsibility of the Client.

**Areas of Use:** The facility or an area within the facility will not be authorized for use if the museum director or a museum representative determines that the proposed activity would unduly disturb the environmental, biological, ecological, archeological or historical characteristics of the area. All uses must be consistent with the environmental, biological, ecological, archeological or historic characteristics of the area and its related collections. Uses must not detract from the public image of the General Lew Wallace Study & Museum and must be in accordance with the property's specific procedural guidelines.

**Alcohol:** No hard liquor (mixed drinks) is allowed. Beer and wine must be provided by a licensed caterer. Beer and wine may be served only if food is served and must be done in accordance with all applicable laws. Beer and wine may be served only after 5 p.m. A security officer will be on site during the event. The museum director will schedule the officer, but the cost will be assumed by the Client. The damage deposit will be forfeited if the policies are not followed.

**Cancellation:** If the event is cancelled 60 days prior to the event date, all fees will be reimbursed. If cancelled less than 60 days prior to the event, the guarantee deposit (\$50) is non-refundable.

**Catering:** Any Caterer requested to serve alcoholic beverages must give proof of their state license. The caterer as well as the client shall be specifically responsible for adherence to the Facility Rental Policies. All food trash must be removed from the property prior to the close of the event. The name(s) of the caterer, vendors, and/or service providers for the event shall be submitted to the museum director at least fourteen (14) days prior to the event.

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**Decorations:** In an effort to protect the integrity of our exhibits and site, the General Lew Wallace Study & Museum must approve all decorations prior to an event set up. Use of nails, staples, carpet tape, masking tape and any other adhesive is prohibited. Confetti, glitter, or any similar material is also prohibited. Birdseed and bubbles may only be used on the grounds and not inside museum structures. No pyrotechnics, loud speakers, or flying objects are allowed without express written permission of the museum director. **Helium balloons may not be released.** Decorations must be removed before the museum opens for business the day after an event. The use of tent stakes is permitted, but is restricted to certain areas on the grounds. Tent placement will need to be approved by the museum director before the tent is erected.

**Deliveries and Receiving:** All deliveries, setup and pickups must be made between the hours of 9:00 to 5:00 and approved by the director or his/her representative. No CODs will be accepted. All materials, including trash, used during an event must be removed from the site by the close of the next business day following the end of an event. Event representative **must** be present to accept delivery. Deliveries and pickups in off-hours can be arranged with 14 days notice. An additional fee may be added for staff scheduling.

**Hours of Operation:** The General Lew Wallace Study & Museum will be open to the public Tuesday through Saturday from 10:00 a.m. to 5:00 p.m., February 1 through mid-December. Evening events may not begin prior to the Site's closing time, unless approved by the director.

**Inclement Weather:** Many events at the museum are held outdoors. In the case that an event is cancelled due to weather, the museum director will work with the Client to re-schedule a date for the event. If this is not possible, then the guarantee deposit (\$50) will be retained and the remaining unused fees will be reimbursed in full.

**Insurance:** The sponsoring organization or individual must provide a certificate of insurance or insurance binder issued by an approved company for any event held at the General Lew Wallace Study & Museum. This certificate is due at the time of final payment fourteen (14) days prior to the event. The certificate of insurance or binder shall evidence that the sponsoring group has obtained a general liability insurance policy providing for a limit of not less than \$300,000. The certificate of insurance must name the City of Crawfordsville, the Department of Parks and Recreation, and the General Lew Wallace Study & Museum as additional insured for the time period of the event. Damage to or loss of objects or property belonging to the General Lew Wallace Study & Museum is the responsibility of the sponsoring organization or individual.

**Late Use:** All facilities must be vacated no later than 30 minutes after the conclusion of the event as scheduled. In case the event extends beyond this limit, additional fees will apply.

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**Media and Promotion:** The client shall neither sell nor distribute anything of value without the prior consent of the museum director. The Client agrees to submit any information, including programs and invitations, containing the General Lew Wallace Study & Museum's image or logo to the museum director for approval prior to printing or airing. Media coverage of any event must be approved by the museum director or representative **prior to** the event and adhere to the following:

- Client will assign a designated individual to accommodate media.
- Client will escort members of the media at all times while on site.
- Media are not permitted in the public areas of the General Lew Wallace Study & Museum unless prior arrangements have been made with the museum director. A General Lew Wallace Study & Museum staff member must be present for all media sessions that take place at the General Lew Wallace Study & Museum.

**Photography:** Photography is permitted only in designated areas of the General Lew Wallace Study & Museum. The Client may not take photographs or use any museum photos for commercial use without the express written consent of the museum director. **The use of flash photography or tripods is not permitted in the buildings without express permission.**

**Public Assembly:** An organization or individual must obtain written approval and a Facility & Grounds Use Formal Letter of Agreement to conduct a public meeting, parade, demonstration, or public ceremony on General Lew Wallace Study & Museum property.

**Signage:** Signage within the General Lew Wallace Study & Museum requires advance approval by the museum director. Requests for outdoor signage on the buildings or on the grounds require advance approval by the museum director. No signs will be taped, hung or attached to the gates or wall without approval of the Museum director.

**Smoking:** Smoking is prohibited as by ordinance of the City of Crawfordsville.

**Special Needs:** Please make the museum director aware of any special needs that may be required during the event so that staff can accommodate any logistics associated with those needs.

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## Waiver, Indemnification, and Hold Harmless Agreement

In consideration of having the benefit of the use of the General Lew Wallace Study & Museum facilities and/or grounds of the Crawfordsville Parks and Recreation Department, of the City of Crawfordsville, Indiana, the undersigned individual or organization, for itself and its officers, employees, agents, and members, hereby waives any claim for any personal injury, property damage, or other loss, expense, or other damage that any of them may incur as a result of or related to such use, and does further hereby agree to indemnify and hold the City of Crawfordsville and their employees, agents, contractors, and officials harmless for and from any claim, demand, action, liability, expense, or damage incurred as a result of or relating to such use.

ORGANIZATION, if applicable:

Date

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NAME, printed:

Date

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NAME, signed:

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**Please detach this last page of the policy, sign, and return with the rental application.**