



302 Park Ave  
 Franklin, Ohio 45005  
 (937) 746-8295

[www.franklinohiomuseums.org](http://www.franklinohiomuseums.org)

**Facilities Use/Rental Agreement**

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Franklin Area Historical Society and \_\_\_\_\_ (herein after referred to as "User")

- 1. Full Name: \_\_\_\_\_
- Organization: \_\_\_\_\_
- Mailing address: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_

- 2. Rental/Use Date: \_\_\_\_\_
- Rental/Use Time: \_\_\_\_\_
- Event: \_\_\_\_\_
- Number of people attending: \_\_\_\_\_
- Will you be using the kitchen? (Kitchen equipment is limited) \_\_\_\_\_
- Will you need tables and chairs \_\_\_\_\_

3. Event rental amount: \$ 150.00, is due upon booking the event. The Facilities Use/Rental Agreement must also be signed and submitted at this time. No refund of the deposit will be made if the event is cancelled within 14 days of the event. In addition, a \$ \_\_\_\_\_ Security Deposit is due at the time the event is booked. The total amount of the Security Deposit will be held if the Franklin Area Historical Society finds damage to the property or contents of the Harding Museum or if the User has failed to clean after the event in accordance with the details outlined in this agreement. The full Security Deposit will be returned to the User within 14 days of the event if there is no damage found and it has been determined that clean-up of the Museum has occurred.

4. Event/Use set-up time will be at the discretion of the Museum Manager. \*
5. Rental/Use of the Harding Museum is limited to the first floor of the building.
6. The Harding Museum is a non-smoking facility.
7. The User must comply to a capacity limit of 40 people. Table and chair arrangements must provide for adequate access to exits.
8. The User agrees to not nail, tape, pin, tack or screw anything to any floor, wall or woodwork throughout the buildings. Decorations cannot be hung from lighting fixtures. Candles with flames are not permitted in the Museum. Decorations are at the discretion of the Museum Manager.
9. Food, beverages and alcoholic beverages are limited to the dining room and main entry area of the Harding Museum and are not permitted in lower level exhibit areas or the second floor. Food and beverages are not to be set on any artifact.
10. The Franklin Area Historical Society representative in attendance has final authority on the safety and use of property and equipment.
11. The User agrees to leave the Museum in the same condition as it was found on the rental/use date. The User is responsible for policing the entire Museum for trash, decorations and leftover food after the event. The User is responsible for clean-up of the kitchen area and bathroom, the bagging and removal of all trash and leftover food and sweeping the floors. Cleaning supplies will be available.
12. The User will be responsible for any damage to the Museum, property of the Franklin Area Historical Society therein and any property on-loan to the Franklin Area Historical Society from a third party, that occurs during the rental/use of the Museum. If the damage is determined to exceed the amount of the security deposit, the Franklin Area Historical Society will bill the User for the additional cost. The amount of damage or loss shall be determined by appraiser, contractor, art expert or another expert, as necessary. Said person shall be chosen by the Museum Board of Trustees.
13. The User assumes full and complete responsibility for all injuries and accidents to persons that occur during the use of the Museum and agrees to responsibility for the safe and orderly conduct of all persons within the Museum and agrees to indemnify and defend the Museum from any such claims.
14. The Franklin Area Historical Society assumes no liability for activities outside of the Museum confines. Users are completely responsible for guest/participant activities taking place exterior to the Museum.
15. The Franklin Area Historical Society assumes no responsibility for equipment supplied by the User or another party.

16. The Franklin Area Historical Society reserves the right through its officers, employees and agents to remove any person or persons from any portion of its Museum and the User waives any right or claim for damages against the Franklin Area Historical Society or any of its employees, officers or agents, for such removal.
  
17. If the User at any time violates or fails to observe any of the terms, conditions, rules and regulations provided herein, or the premises are used in an objectionable manner to the Franklin Area Historical Society, its officers, employees or agents, the Franklin Area Historical Society will be entitled to take immediate possession.

Any additional special terms and conditions are as listed below:

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\*Holiday Party rentals will be held from 5:00 p.m.-10:00 p.m. This includes one hour set-up before the event and one hour for clean-up after the event. Responsible parties will be charged \$50 for every hour the event continues past 10:00 p.m.

Franklin Area Historical Society Representative	User
Signed	Signed
Date	Date

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	Cash, chk#, charge
Event deposit \$ _____ Rcvd _____	_____
Security deposit \$ _____ Rcvd _____	_____
Signed Use/Rental Agreement Rcvd _____	_____
Balance due \$ _____ Rcvd _____	_____
Security Deposit Returned Date _____	_____