

Sparks Heritage Museum, Inc.

820 Victorian Avenue
Sparks, Nevada 89431
(775) 355-1144

“Preservation of Yesterday and Today for Tomorrow”

FACILITY USE POLICY- Multi-Purpose Cultural Center (upstairs)

Effective: October 2011

A. POLICY:

The primary use of the Sparks Heritage Museum, hereafter referred to as Museum, facility is for mission mandated programming. When not in use for Museum activities the facility may be used by other organizations or individuals consistent with the following guidelines and Museum policies.

B. CONDITIONS OF USE:

- 1.) Preparation and Cleanup: The Museum will complete standard room set up requests. A cleaning fee will be charged if user causes an excessive mess. Any user who causes damage to Museum property will be held responsible for all replacement and/or repair costs. All activity, including cleanup, must end by the time listed on the application.
- 2.) The upstairs Multi-Purpose Cultural Center can accommodate a maximum of 150 people.
- 3.) Rental Times: The Multi-Purpose Cultural Center is available for use during the hours as stipulated in the Rental Agreement. A fee of \$25 per half - hour (or portion thereof) will be charged for facility use beyond the agreed upon time frame.
- 4.) Food Service: Food and beverages are allowed, but the renter must have prior approval on the application. All food related trash must be placed in the trash cans provided. For events at which more than 50 people are served food and/or beverages, the renter must empty the trash prior to the end of the rental and remove the trash from the property. It is very important to the health of the museum artifacts that pests are not attracted through mismanagement of food waste.
- 5.) Use of Alcohol: Alcohol may only be served by someone with a valid Nevada TAM (Techniques of Alcohol Management) card. This could be a member of the renter's party or a caterer who is licensed to serve alcohol. A copy of the TAM card and/or licenses must be submitted to the Museum at least seven days prior to the event. Renter must comply with all local, state and federal laws.
- 6.) Exits: All exit doors must be kept clear at all times.
- 7.) Insurance Requirements: All persons to whom rental has been granted must agree in writing, on the application, to hold the Museum and the City of Sparks harmless and indemnify the Museum and the City of Sparks from any and all liability for injury to persons or property occurring as a result of the activity sponsored. The Museum assumes no responsibility for personal injury, property loss or damage occurring during events sponsored by outside groups. If alcohol is being served, the renter must obtain proof of general liability insurance covering personal injury, contractual and broad form property damage in the amount of one million dollars for corporations, and one hundred thousand dollars for all other renters. Proof of insurance must be submitted to the Museum at least seven days prior to the event.
- 8.) Smoking: Smoking is *not* permitted in the building.

The Sparks Heritage Foundation and Museum, Inc. is a 501(c)(3) tax exempt non-profit organization founded by volunteers and continues to function without governmental funding. Your gift is deductible to the fullest extent allowed by law. The Sparks Heritage Foundation and Museum Inc.'s Federal Taxpayer I.D. Number is 94-3004776. The Sparks Heritage Museum is organized to prevent the loss of regional history for the education and enjoyment of present & future generations.

- 9.) Fees: Fees are set by the Museum and are listed in the current fee schedule. Rental fees and deposits shall be paid in full upon acceptance of the application, at least fourteen days prior to the event. If payment is not received within the specified time, the reservation will be canceled. 25% of the rental fee will be charged for all reservations canceled by the renting party less than 14 days before the event. The Museum reserves the right to cancel any reservation, and if this occurs, all fees will be returned.
- 10.) Parking: Parking is available in the public lot adjacent to the building. The renter is advised to check with the City of Sparks to determine whether major events are occurring simultaneously.
- 11.) Sound: Any audio devices must be used with reasonable levels that do not disturb people in the gallery and museum areas.
- 12.) Decorations: Decorations and method of adhesion must be listed on the application and pre-approved by the Executive Director or Facility Coordinator. Decorations may consist only of fireproof materials. No masking tape, duct tape, glue, or any other material that will leave marks, or holes or will damage the walls, floors may be used. Tables are not to be dragged; the renter is responsible for any damages to the floors or walls and will be charged accordingly. No rice, confetti, glitter, etc may be thrown inside the building or on the stairs in front of the building. It is the responsibility of the renter to remove all decorations brought into the facility for the rental. If time for decoration or break down of the room is required, this time must be specified in the rental agreement.
- 13.) Set-up Requirements: Any equipment brought in, outside of standard meeting equipment, must be approved on application. Items that may harm the museum collections will not be allowed. Live plants must be approved.

C. APPLICATION PROCESS

- 1.) Application Forms: Reservations may be scheduled by phone, but a Facility Use Application form must also be completed. An application is not confirmed until the required fees have been paid, conditions of use have been met, and the Director or designee has signed the application. The Museum will notify the Renter if the application is denied for any reason.
- 2.) Age of Applicant: All applications must be signed by a person 18 years of age or older.
- 3.) Approval Authority: The Museum Director or designee approves facility rental applications.
- 4.) Time Limit for approval/Denial of Applications: All completed applications will be granted or denied within three working days unless the applicant waives the time period. A change in times or location may be proposed in lieu of a denial. Reasonable conditions may be imposed with an approval.
- 5.) Advance Period for Applications: Applications will be accepted on a first come first served basis, a maximum of six months in advance.
- 6.) Changes to Requested Schedule: Any requested changes will be subject to availability.