

Rent Guidelines for Museum

Revised July 2023

The La Porte City FFA Historical and Ag Museum is owned by the City.

Renters of the Museum are requested to observe and help enforce the following common rules of the City: Show respect for personal and property rights of others, clean speech, and avoidance of unnecessary noise which might disturb residents in the immediate neighborhood

The following rules need to be observed:

- 1) Rental fee must be paid the day of the event.
- 2) No items may be moved without permission from the Museum.
- 3) No smoking is allowed on Museum property.
- 4) Renter is responsible for the cost to repair or replace any items broken or damaged during their event and must report any such items to the Museum the day of that event.
- 5) The Museum is not responsible for any items brought into the Museum or left at the Museum.
- 6) Renter is responsible for cleanup after event, including emptying the garbage.

Wine and beer is permitted with City Council approval

Group tours during business hours - no food

\$3 per person

Must leave at regular closing time

Group tours during business hours - group brings food/drink

\$3 per person

All food/drink brought in needs museum approval in advance

Additional fee may be charged for use of museum supplies, tablecloths, etc

Must leave 1/2 hr prior to regular closing time

Group tours during non business hours

Opening fee of \$40. (Covers payroll for 1 employee for 4hr.)

Admission is \$3 per person

All food/drink brought in needs museum approval in advance

Additional fee may be charged for use of museum supplies, tablecloths, etc

Maximum of 3 hours

Renting Facility only - any food/drink will be brought in by renter

Rental fee is \$100

Additional fee of \$25 is charged for use of the museum's table linens

Must sign copy of rental agreement and pay day of event

Maximum of 5 hours - including setup and cleanup

Rental fee for 8 hours is \$150.

Rental Request Form

Rental date: _____

Rental event: (reunion, shower, graduation, etc)

Museum supplies needed:

Requesting to bring in wine and beer Yes _____ No _____

Cost: \$ _____ Date Paid _____

Acknowledgement:

I hereby agree to abide by the terms and conditions of this rental agreement and will be responsible for ensuring the group or organization I represent will comply with the rules and regulations as set forth.

I further agree to assume any liability arising out of the use of the La Porte City FFA Historical & Ag Museum.

Contact Person: _____ Date _____

Signature _____

Phone _____