The Historical Society of Vandalia-Butler

MEETING HOUSE/SHELTER HOUSE RENTAL APPLICATION

Directions To The Historical Society: From I-75 North or South take Exit 63, to US-40 Vandalia. Turn west onto US-40 for 0.7 miles. Turn left on South Dixie Drive and pass the Butler High School on your left. At the first road, after Butler High School, turn left onto East Alkaline Springs Road. Pass Lichtenfels Park, on your right, and the Historical Society long picket fence has an entrance to 336 East Alkaline Springs Road, with parking available on the grounds.

Please fill out and return form & payment to: **Historical Society of Vandalia-Butler**
Attn: Facilities Use Coordinator
PO Box 243
Vandalia, OH 45377-0243

Renter's Name (printed): _____

Renter's Address (St./Dr./Rd.): _____

Renter's Address (City, State, Zip): _____

Renter's Signature: _____

Date of Event: _____Set-up Time: _____

Event Start Time: _____Event End Time: _____

Type Of Event: _____

Number Of Guests Expected: _____

Renter's Home Phone: _____ Renter's Work Phone: _____

Renter's Cell Phone:_____ Renters Email: _____

HSVB Representative Acceptance by: _____ Date: _____

Rental Fee: _____Tour Fee: _____ Deposit: _____Membership Fee: _____

Check # _____ Date Paid: _____

NOTE: The HSVB Representative will clarify information relating to the Rental Agreement below:
_____
_____
_____

ACCESSIBILITY: The Historical Society property was acquired prior to the Americans with Disabilities Act (ADA) however, the recently completed Meeting House Addition offers ADA compliant restrooms, a barrier free ramp and entrance and a designated drop-off parking area. Though we still have access constraints we think the new addition can provide a quality experience for your group.

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RENTAL POLICY FOR MEETING HOUSE/SHELTER HOUSE

1) When not being used by the Historical Society of Vandalia-Butler (HSVB), the Meeting House/Shelter House is available for public rental on a first come, first served basis.
2) In this policy, "*we*" refers to the Historical Society of Vandalia-Butler (HSVB). "*You*" refers to the person or group renting the Meeting House/Shelter House.
3) We require payment in full (see Rental Fees) when you schedule your event. The fee is totally refundable if notice of cancellation is given to HSVB at least 30 days prior to the event date. Fifty percent (50%) of the fee will be refunded if the cancellation is less than 30 days but at least one week prior to the event date and if the cancellation is within one week of the event date the fee is non-refundable.
4) The security/cleaning deposit is required when the application is submitted. This deposit will be refunded if the rental is cancelled or if there is no damage caused or cleaning required.
5) If we are unable to provide the facilities for use, due to causes beyond our control, HSVB and the renter are excused from the contract and all payments made by the renter will be refunded.
6) Food service is limited to food brought by you, as food preparation (cooking) is not permitted in the Meeting House. For insurance purposes no grills are allowed on the property.
7) Use of the Meeting House/Shelter House *includes only* use of the Meeting House/Shelter House, immediate surrounding lot, adequate area for parking, and use of the kitchen for warming and serving food. It *does not include* use of the kitchen for cooking or use of dishes or flatware or utensils. It also does not include buildings on the property unless stated in the rental agreement.
8) You are responsible for the behavior of all persons in attendance at your event, both inside and outside and whether invited or not.
9) Children must be supervised at all times.
10) You shall not move or handle any of the museum artifacts. Any changes to the facilities, to accommodate the event, will be made at the discretion of HSVB.
11) You are responsible for all damage, expenses or loss, in excess of the security/cleaning deposit, caused by any person participating in or providing services or goods for the event. If damages exceed the deposit you will be charged on a time and materials basis.
12) Smoking is not permitted in any building or on the property.
13) Alcoholic beverages and/or controlled substance use is not permitted on this property.
14) Animals are not permitted at the event except for service dogs.
15) Rice (for throwing), birdseed, confetti, glitter, silly string, fireworks or sparklers may not be used on this property.
16) Due to our residential neighborhood, music/noise levels must be kept at a level respectful for our neighbors and kept within City code decibel limits.
17) You are responsible for the general clean up of the facility. You must remove your trash, placing it in the containers we provide.
18) You may not attach any decorations to walls or ceilings.
19) Failure to comply with all rules in this policy may result in cancellation of your function, forfeiture of all fees, restitution for damages and/or pressing of criminal charges.

To be initialed and dated by Renter:
Renter agrees to the above Rental Policy: _____ Date: _____

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RENTAL FEES

Meeting House/Shelter House: _____ $35
(The facility may accommodate up to 40 people depending on seating arrangements. Please indicate the number of card tables _____ and/or chairs _____ needed for your event.
Special Needs concerns: Yes_____ No_____ We endeavor to accommodate all guests. Please indicate any special needs, those in your group may have, so our Facilities Use Coordinator can discuss the accessibility limitations of our grounds and other buildings, as this may impact your desire for tours.
Indicate special needs or any other special requests below:
_____
_____
_____

Buildings available for Tours: _____ $25
(Your group may also schedule other buildings for touring but we will need to arrange to have Society members available to "show" the buildings for your group. These buildings include: Brown School, Log House, Federal House and Spring House. Tours may last an hour or so.)

Security & Cleaning Deposit: _____ $100
(This deposit is refunded if the rental is canceled or if the facility is left clean and damage free.)

Individual HSVB Membership Fee: **_____ $10**
(The renter *must* be a member to rent the Meeting House/Shelter House. A membership application form is available on our website at www.historicalsocietyvandalia-butler.org or from our Facilities Use Coordinator.)

- A walkthrough is to be held between HSVB and the renter before the rental application is approved and at the conclusion of the event.
- Access to the Meeting House/Shelter House, for early set-up, must be arranged subject to availability of buildings and HSVB staff.
- HSVB may waive rental fees for local community and civic groups, non-profits or Society related events subject to approval of the Facilities Use Coordinator.

NON-EMERGENCY CONTACT NUMBERS

Vandalia City Building Administrator:_____937-898-5891
Vandalia Police Department (Non-emergency): _____937-898-5868
Vandalia Fire Department (Non-emergency)_____937-898-2261
HSVB Office Phone: _____937-898-5300
HSVB President Joe Dranschak phone: _____937-898-6689
HSVB Vice President Al Tuttle phone: _____937-890-0811
Facilities Use Coordinator phone:_____937-890-6663

FOR EMERGENCY ASSISTANCE DIAL: 911