

The Sherman Museum  
301 S. Walnut  
Sherman, Texas 75090

Community Room Policies  
(approved November 26, 2018)

The renting of the Community Room helps support the operations and special events of the Sherman Museum. The room is available for rental at the discretion of the Executive Director of the Museum. A kitchen, chairs and folding tables are available. Donations are always appreciated.

Description of Event \_\_\_\_\_

Day/Date of Event \_\_\_\_\_

From AM/PM

Anticipated Attendance \_\_\_\_\_

To AM/PM

Children under 12 years?  Yes  No

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Phone \_\_\_\_\_

### Reservations

1. Reserving the Community Room must be made at least one week (7 days) in advance.
  - a. Hours: The room may be rented from 9:00 am – 9:00 pm with the approval of the Executive Director.
  - b. Fee: The charge for renting the Community Room is \$50.00/hour with a three (3) hour minimum (minimum rental cost = **\$150.00**). A deposit of the \$100.00 is required and will be applied to the room rental if the Community Room, kitchen, etc. is left clean, orderly and undamaged.
  - c. A refundable cleanup/damage of a \$100 deposit is required on all reservations.
  - d. The renter will be responsible for the cost of any damages exceeding \$100.
2. Reservations are made in person on a first come, first serve basis.
3. Each applicant must provide payment in full by check or credit card with a signed contract.
4. Reservations may be made up to 90 days in advance and must be made at least two weeks prior to the requested date.

5. Time limit for reservation needs to include decorating and clean up.
6. For Scout Troops and other nonprofit groups, the Museum only requires a \$25.00 administration fee (nonrefundable).
7. The Sherman Museum reserves the right to cancel a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
8. The Museum is not responsible for lost or stolen items.

**Entry/Access:** Only the elevator can be used to access and depart the Museum. The elevator located at the rear of the Museum. No one will be permitted to access any other room (except the kitchen and rest room) in the Museum.

### **During the Event**

1. The number of persons meeting in the reserved room shall not exceed the maximum number permitted in that room according to fire code regulations.
2. All guest and children must stay in the room stated above during their reservation except to use the restroom and kitchen. Guests are not to tour the Main floor of the Museum nor the lower floor exhibit rooms or the dinosaur dig. If any guests are interested in a tour of the facility, they must arrange a tour of the Museum when the reservation is made.
3. The activity must be under the direct supervision of the person making the reservation.
4. Organizations must provide a minimum of two adult chaperons for youth functions of 15-30 persons. One additional chaperon must be provided for each additional one to ten persons over the minimum. Chaperons must be present before the reservation begins and must remain throughout the entire function. The parent signing the contract for youth functions must be present throughout the entire reservation.
5. Excessively loud entertainment, as determined by staff, shall not be permitted in the Museum or in the adjacent parking area.
6. The center does not furnish any utensils, napkins, plates, cups, serving dishes, tablecloths, trash bags, or other equipment. The Rental group must bring their own kitchen utensils napkins, plates, cups, etc.
7. Nails, thumb tacks, etc. must not be used to attach decorations to the structure or to the furnishing. Decorations may be used on the tables only. No open flame candles or lamps are allowed. Decorations of any type are not permitted in the Museum's parking area or entrances.
8. Tobacco products and firearms are **not** permitted anywhere in the center. Alcoholic beverages are **not** permitted in the parking lot or on museum property.
9. The Sherman Museum is not liable for any interruptions caused by power failures, emergency situations, or heat/air conditioning failures during reservation time.
10. Failure to comply with these policies will result in the denial of any subsequent use of the center.

## **Cleaning Policies**

1. A refund of the \$100.00 deposit will be issued if the area is left clean and orderly.
2. The reservation party is required to clean and return the building to the condition that it was previously in at the beginning of the scheduled reservation.

This includes:

- Removing any and all equipment or personal property brought into the facilities.
  - Emptying all trash bins, and place trash bags in outdoor trash cans. Trash cans for the Sherman Museum are located to the right of the elevator on the ground floor.
  - Relining the trash cans.
  - Place furniture in orderly manner
  - Clean table tops with sanitizer wipes or cleaner and paper towels
  - Clean Kitchen Area; Clean table tops with sanitizer wipes or cleaner and paper.
3. The Museum will not store nor be held responsible for any property left after the conclusion of the reservation.

## **Cancellation Policy**

The Sherman Museum will issue refunds under the following guidelines.

- If the rental is cancelled with notification of less than five (5) working days before the date stated on the Rental Agreement, no refunds will be issued, i.e., the rental fee will be kept and deposit will be returned.
- Refunds will be issued if the rental is cancelled with notification of five (5) or more working days before the date stated on the Rental Agreement.

## **Food and Beverages**

- Coffee, soft drinks and bottled water may be brought in and served along with “finger foods”. All other foods must be approved by the Executive Director.
- Food and beverages are to be consumed only in the Community Room.
- Cooking is not allowed in the kitchen.

**Alcohol:** If alcohol will be served at this event, initial here: \_\_\_\_\_

1. The Lessee shall pay a fee of \$50.00 to serve alcoholic beverages at this event.
2. No alcohol is allowed to be sold at any event.
3. Alcoholic beverages may only be consumed inside the authorized portions of the Community Room of the Museum and only during the permitted event.
4. Consumption of alcohol in the parking lot is strictly prohibited.
5. The Lessee shall be solely responsible
6. The Lessee agrees and guarantees to be **solely** responsible to ensure that the serving and/or consuming of alcoholic beverages at the event shall comply with the laws of

the State of Texas and the rules and regulations of the Texas Alcoholic Beverage Commission (“TABC”), including, without limitation, ensuring that no alcoholic beverages are dispensed to children, minors or any persons under the age of 21.

The applicant is authorized to negotiate and sign this agreement on behalf of the individual, group or organization he/she represents. He/She pledges the individual, group or organization to observe the policies stated on this agreement and attached Rules and Regulations. The applicant has read the Rules and Regulations on this page and attached pages and agrees to abide by them. The applicant has also read the Cancellation/Amendment Policy attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Sherman Museum \_\_\_\_\_ Date \_\_\_\_\_