

HERITAGE HALL RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE!
POLITICAL ACTIVITIES ARE PROHIBITED AT HERITAGE HALL!

HERITAGE HALL, INC.
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POLICY FOR THE USE OF HERITAGE HALL, INC. FACILITIES

The meeting facilities of Heritage Hall consist of the Hall which is comprised of Conference Room #1 and Conference Room #2. Conference Rooms #1 and #2 can be rented separately. On the ground floor of the Damien J. Farias Center (two story building), is Suite 101, a carpeted conference room with a 15 person capacity and an adjacent restroom. A certified kitchen is also available for rent. The kitchen is not included in the hall rental and must be rented separately. The meeting facilities and kitchen are available on a first-come, first-serve basis to all individuals and organizations except political organizations.

A. Effective January 1, 2023, the Hall will rent to the general public and nonprofit organizations for \$100 for five hours. Tables and chairs are included in the rental fee. The conference rooms are equipped with ceiling fans as well as air conditioning. Suite 101 is also air conditioned. Conference Rooms #1 and #2 and Suite 101 will rent for **\$50** each per five hour session, plus a **\$350** cleaning deposit which will be refunded when the rooms are returned in good condition. If the entire hall is rented by a business, the fee is **\$150** per five hour session, plus the cleaning deposit of **\$350**. If a business rents Conference Rooms #1 or #2, or Suite 101, the fee is **\$75** for a five hour period. Additionally, business are asked to furnish proof of liability insurance. **Setting up and cleaning of the space rented must be done within the time period rented.** All events must end by 12 midnight and users must leave the property not later than 2:00 A.M. Again, the cleaning deposit will be refunded when the facilities rented are returned in good condition.

B. Heritage Hall will not confirm any reservation until payment of the cleaning deposit is received. Persons or organizations wanting to make a reservation must submit payment of the cleaning deposit within ten days of submitting their reservation request. When payment is received, Heritage Hall will confirm the reservation. Again, the meeting facilities and kitchen are available on a first come, first served basis and another user who pays the cleaning deposit first will get the space. The facility use fee can be paid when the keys are picked up. Please notify Heritage Hall as soon as possible if a reservation needs to be cancelled. The cleaning deposit will be returned if Heritage Hall receives a request to cancel 72 hours prior to the scheduled date. Failure to notify Heritage Hall of the need to cancel may result in being denied future use of the facility.

Examples of five hour sessions: *7:00 am-12 noon; 2:00 pm-7:00 pm; 10:00 am-3:00 pm; 6:30 pm-11:30 pm.* When events exceed five hours, another five session must be reserved and paid for.

C. Kitchen rent is **\$24** per hour plus a **\$350** cleaning deposit which will be refunded when the kitchen is returned in good condition.

D. Please make two separate checks or money orders—one for the facility rental and the other for the cleaning fee—both payable to **Heritage Hall, Inc.**

RULES FOR USE

1. Users shall pick up keys for the Hall, conference rooms and kitchen at the Heritage Hall office between the hours of 9:30 A.M. and 5:00 P.M. Mondays through Fridays. Keys may be returned to the Heritage Hall office the following day if the use is during the week or the following Monday if used on a weekend. Or, keys may be left in the drop box located on the bottom bar of the green fence closest to the gate post near the social hall.
2. Individuals and organizations using the meeting rooms shall be responsible for leaving the premises clean unless arrangements are made in advance for Heritage Hall's janitorial service to do the cleaning. **If additional cleaning is needed, the User will forfeit the cleaning deposit and may be charged for additional cleaning services.**
3. Users shall also be responsible for any damage to the meeting rooms and contents (furniture and equipment) or loss of property from the premises. Damage or loss shall be reported promptly and users shall reimburse Heritage Hall for the cost of repair and/or replacement of same.
4. Users shall not mark or in any way deface or damage the exterior or interior walls, room divider, floors or ceilings. **Do not staple anything to the walls, counters or parts of the hall or conference rooms.**
5. Heritage Hall personnel are not responsible for setting up or cleaning the meetings rooms. This is the User's responsibility.
6. Use of Heritage Hall's conference rooms and kitchen is restricted to the specific room(s) reserved. **Do not use a room or the kitchen if you did not reserve it. Your cleaning deposit may be withheld if you do.**
7. Users of the kitchen shall be responsible for furnishing their own supplies and paper goods. Arrangements in advance must be made for use of the 60 quart mixer and convection ovens. The 60 quart mixer can only be used by someone who is experienced in operating it.
8. Individuals and organizations using the meeting rooms and kitchen shall be responsible for locking all entrance doors and adjoining restrooms and for turning off all lights when they leave. The padlock on the entry gate must be locked upon the user's departure.
9. Users are asked to respect the rights of others by keeping noise levels down as partitions between conference rooms and the kitchen may not completely contain noise.
10. The consumption of alcoholic beverages is limited to the social hall and adjacent courtyard. Alcoholic beverages may not be consumed in the parking lot.
11. **Pets** and other **animals** must be restrained at all times while on Heritage Hall property. Pet owners are responsible for cleaning up after their pets. Guide, signal or service dogs are always welcome.
12. Failure to comply with these written rules shall disqualify the User from further and future use of the Conference Rooms and kitchen.

ANY AND ALL EXCEPTIONS TO THESE WRITTEN RULES REQUIRE EXTENUATING CIRCUMSTANCES AND MUST BE APPROVED BY HERITAGE HALL IN WRITING IN ADVANCE OF THE PROPOSED USE.

January 2023

FACILITY USE AGREEMENT

I _____ (**print name**) certify that I have received, read, and understand the contents of the “Policy for the Use of Heritage Hall” and will abide by the rules specified therein.

Signature **Date**

Please provide the following information

Name of Facility User: _____

Mailing Address: _____

E-Mail: _____ Telephone: _____ Fax Number: _____

Print name of contact person making the reservations: _____

Agency or Group represented (if applicable): _____

Phone Number: _____ E-mail: _____

List the following: Day, Date, Time (**reserve enough time for both setting up and cleaning after the event**), number of people, preferred room and purpose.

Day Date Time of Use (from set up to clean up) Number of people Room (s) Preferred Purpose

Example: Sat., July 13, 2019 8:00am- 11:00 pm 75 people—Hall--wedding reception

Example: Mon., August 5, 2019 7:00am-12 noon 4 people—Kitchen--soup for fundraiser

Example: Thurs., Sept. 5, 2019 6:00pm-9:00pm 30 people--Conf. Rm #2--club meeting

Will you need a speaker’s microphone or coffee urn? Please circle item(s) needed.

Payment of the cleaning fee of \$350 is due ten days after making the reservation.

Payment for use of Heritage Hall shall be made when, or prior to, the keys being picked up.

Cancellations must be made 72 hours prior to use in order to have fees refunded.

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