

Policy Statement

**Indian Hill Historical Museum Association
d.b.a.
The Indian Hill Historical Society**

Subject: Building Rental

6/10/1974: Decided to consider requests for use of Schoolhouse on case to case basis, with special consideration given to groups that further causes of IHHMA.

3/17/1975: Discussion of payment of \$15 (per floor) for use of Schoolhouse. Decided to remain at \$15 per use of Schoolhouse.

5/3/1976: Approved non-profit organization may have the use of Washington School for a minimum of \$15 donation per day.

8/8/1977: Raised rental fee. Approved non-profit organization may have the use of Washington School for a minimum of \$20 donation per day. (Necessary because of cost of cleaning)

1/8/1981: Proposed that the Schoolhouse could be used by I.H. non-profit clubs or groups, sponsored by a Trustee, with use and purpose approved by the President. Fee: \$50.

11/3/1981: Schoolhouse rental fee increased to \$75.

9/6/1983: Rental policy established:

- a. The renter must be a member of IHHMA with at least a Family membership.
- b. Charges will be \$175 rental, which includes use of building, tables, and chairs, but not utensils or table service. It will also include a security guard for 3 hours, use of the piano and cleaning after the event.
- c. A \$200 security deposit is required.
- d. If cleaning is more extensive than normal, the fee will be deducted from the deposit.
- e. There will be no decorations glued, taped, stapled, etc. on walls or woodwork.
- f. Renter is responsible for the security ranger after the 3 hours minimum at \$10 per hour. This charge can be deducted from the security deposit.
- g. Maximum of 100 people at a stand-up reception, except if using a band, the maximum will be 75 people.

11/1/1983: Voted not to rent table service, dishes, tablecloths, etc.

Also voted not to get involved in regular (monthly, etc.) meeting rentals (clubs, etc.) since it would disrupt IHHMA Schedule.

11/5/1985: Voted to rent dishes and silverware when their use can be “controlled.”

3/3/1987: Approved: regular (meeting) rentals to outside clubs to be priced at \$50 per meeting (less than 50 persons) and \$75 for larger group meetings, with a \$50 deposit carried over from month to month.

4/4/1989: Concern expressed at Board Meeting re: need for insurance required of renters.

8/31/1991: Decided that each Trustee would be allowed one (1) complimentary usage of the Schoolhouse per year, with user being responsible for cleaning or billed for cleaning.

11/12/1991: Rental fee for Buckingham Lodge was set at \$100.

10/13/1992: Rental for Schoolhouse increased to \$225 from \$200. December rentals: \$300.

11/9/1993: Rental for Schoolhouse for December increased to \$325.

4/12/1994: Rental Brochure regarding the two buildings completed.

1995: The Board of trustees amended the rental policy to read:

- a. The renter must be a member of IHHS with at least a family membership.
- b. Charges will be \$225 rental which includes use of the building, grounds, parking lot, tables, chairs, piano, sound system, but not utensils or table service. It will also include a security person for three (3) hours and cleaning after the event. A charge of \$12 per hour for all hours beyond three (3). The security person must be retained until the last person has left the building. During the month of December, the rental fee includes complete Christmas decorations and is \$325.
- c. A \$200 security deposit and evidence of liability insurance coverage (a photocopy of the front page of the insurance policy) are required.
- d. If cleaning is more extensive than normal, a fee of \$15/hour will be deducted from the deposit. This may include floor buffing & waxing, carpet cleaning, oven cleaning, etc.
- e. There will be no decorations glued, taped, staples, etc., on walls or woodwork.
- f. Renter is responsible for the security person after the three (3) hour minimum at \$12 per hour. This charge can be deducted from the security deposit.
- g. Maximum of 125 people at a stand-up reception. Maximum of 75 people at a sit down event, such as dinner or luncheon where tables will be used. (Fire Marshall's regulations)

- h. Rental fee for non-profit Village groups of less than 20 persons will be \$50, for more than 20 persons, the fee is \$100. No security person or clean-up is provided for these rentals. This must be provided by the renter, with an IHHS member present for security and the building returned to “before rental” condition after the event.
- i. Permission of non-Village non-profits groups to rent the Schoolhouse to be decided by Executive Committee or designated rental chairman. Fees for approved non-Village non-profit group rentals are also to be decided by the above procedure.
- j. All rentals subject to Board of Trustees’ approval and availability of dates.
- k. Absolutely no rentals for events “for profit” whose proceeds go to groups or individuals who operate “for profit.” (Permission may be given by the Board for a fund raising event for a certified non-profit group.) This is a regulation of the Village of Indian Hill, the owner of the Schoolhouse.
- l. Special arrangements may be considered by IHHS to allow use of kitchen small appliances, table settings, linens, etc. A schedule of fees for their use may be obtained from the Administrator. (For example: \$5 per table cloth, \$3 per person for use of dishes, glasses, and flatware.)
- m. Buckingham Lodge (front four (4) rooms and kitchen) may be rented for \$100 per day by members, including overnight guests. (Arrival & departure times: noon)
- n. A copy of Rules for Renters to be sent to each person who rents either building.

5/1997: Revised “House Rules and Information” prepared by Safety Coordinator and Administrator – to be posted in both buildings.

10/8/2013: The Little Red Schoolhouse will not be available for rental on the day prior to a Historical program to allow for set-up, etc.

1/14/2014: Increased Rental Rates as follows:

IH Residents		PRIVATE	NON-PROFIT or Small Group
Weekdays	Sun - Thurs	\$350	\$175
Weekend	Fri Only	\$550	\$275
	Saturday Only	\$750	\$375
Non-Residents	Sun -Thurs	\$450	NA
	Fri Only	\$800	NA
	Saturday Only	\$1000	NA

*All of the above fees to have additional \$75 charge for cleaning added to them
 Additionally, Non-Residents must have an Indian Hill Resident as a sponsor

2/11/2014: The requirement of needing an Indian Hill Resident sponsor a non-Resident was removed.

5/13/2014: Changed the rental cancellation policy to be 60 days (as opposed to the current 2 weeks) prior to the event for a full refund.

6/9/2015: Increased Rental Rates as follows:

IH Residents		PRIVATE	NON-PROFIT or Small Group
Weekdays	Sun - Thurs	\$500	\$325
Weekend	Fri Only	\$700	\$425
	Saturday Only	\$900	\$525
Non-Residents	Sun -Thurs	\$700	NA
	Fri Only	\$1150	NA
	Saturday Only	\$1650	NA

Additional charges of \$50 for IH residents and \$100 for non-residents during December for the holiday decorations to be added.

The cleaning/processing fee was doubled to \$150 and is included in the above prices.

1/1/2017: Increased Rental fees to:

IH Residents		PRIVATE	NON-PROFIT or Small Group
Weekdays	Mon - Thurs	\$550	\$325
Weekend	Fri Only	\$750	\$425
	Saturday Only	\$950	\$525
	Sunday Only	\$600	\$400
Non-Residents	Mon - Thurs	\$1,000	NA
	Fri Only	\$1,500	NA
	Saturday Only	\$2,000	NA
	Sunday Only	\$1,500	

Revised Rental Agreement:

- A \$500 damage/security deposit in the form of a separate check is required when the keys are picked up. The check will be destroyed or returned to you 1-2 weeks after the date of your event, providing that you have complied with all rules and policies for renting the Little Red Schoolhouse ("Schoolhouse"), listed herein.
- Proof of liability coverage in the form of a Certificate of Insurance must be provided for the event, date specific:
 - Private Rate \$1,000,000
- Payment of the rental fee is required to secure your rental date.
- The rental fee will not be refunded if notice of cancellation is received less than 60 days prior to the event.
- Reservations are on a first-come, first-served basis. Due to the program schedule of the Indian Hill Historical Society ("IHHS"), certain dates will not be available.

- Rates pertain to the date of event only, with possible set-up time granted the day prior with approval from IHHS. If your rental follows a rental the night before, the Schoolhouse will be cleaned and available to you for set-up by 10:00 a.m. the day of your event.
- At least two responsible adults, age 25 or older, must be present and take responsibility for all groups comprised of minors.
- Serving alcohol is permitted in compliance with applicable federal, state and local laws. Alcohol sales are prohibited. The IHHS does not provide a liquor license for your event.
- The Applicant will be held personally responsible and will be assessed any costs due to loss, damage, breakage, and/or failure to observe all IHHS rules. This is applicable to the Schoolhouse and the grounds. The Applicant agrees to indemnify and hold the IHHS harmless from any and all claims for loss, injury, and damage to any person or property anywhere on the premises, including counsel fees and expenses.
- The indoor capacity of the Schoolhouse is 76 for a sit-down dinner and 125 for all other uses. This allows for auditorium-style seating and stand-up buffets.
- Large party, combination indoor/outdoor use: tenting/canopy locations must be reviewed by the IHHS and proper permits obtained by the Applicant. Staking of tents or canopies in pavement is prohibited. The Applicant must rent Port-O-Lets for all events with more than 125 attendees.
- All personal belongings, flowers, decorations, centerpieces, etc. should be removed from the Schoolhouse the night of your event. Permission must be obtained to leave rental items until the following morning – if there is an event the day after your rental, everything must be out of the Little Red Schoolhouse by 7am. Use of staple guns, nails, duct tape or Velcro to post signs or decorate the Schoolhouse is not permitted. Use of chalkboard chalk is permitted on chalkboards; sidewalk or paint chalk may not be used. No tape of any kind may be used on walls or chalkboard. Rice, birdseed, confetti, silly string, fireworks of any kind, or other similar materials may not be thrown or used anywhere in the Schoolhouse or surrounding grounds.
- If a caterer is used, Applicant and/or caterer shall assume all responsibility for food and beverage provided on the premises. Caterers are required to show evidence of current workers' compensation coverage, a Board of Health certificate, and a Certificate of Insurance for bodily injury and liability coverage seven days in advance of the event.
- Departure / Closing process:
 1. Applicants and caterers shall leave the Schoolhouse in respectable condition upon their departure
 2. Place all trash in trash bins in the parking lot enclosure with lids closed. **If any trash is left outside of the bins, the security deposit check may be cashed.**
 3. Place recyclable items in the blue recycle bin by the back door.
 4. Clean all food and waste from kitchen sinks.
 5. Turn off stove burners and oven (the pilot lights should be left on).
 6. Sweep floors of any food scraps and wipe up spills.
 7. Wipe all surfaces clean so that they are free of food/drink spills.
 8. Return all tables and chairs to their original location. (Rectangular table are stored just outside the kitchen by the back stairs, round tables are stored in the basement, wooden chairs are stored around the perimeter of the main room, and the metal folding chairs are stacked

on wheeled carriers in the basement.) **IF THE ITEMS ARE NOT RETURNED TO THEIR ORIGINAL LOCATIONS, YOU WILL FORFEIT YOUR SECURITY DEPOSIT.**

9. Turn off all lights (hallway, basement and kitchen lights are always on for security).
10. Close and lock all doors and set the alarm when leaving.

- Rental includes use of an audio/visual system that consists of control console, indoor speakers, projection system, computer and iPod / iPhone hook ups, fixed microphone, and screen. The podium shall remain in its location at all times.
- Rental includes use of the following kitchen equipment: Refrigerator, Freezer, Microwave, Oven, Stove, Sinks, and Work tables; **the Dishwasher is NOT available for renter's use.**
- Post-event clean up charges included in the contract are based upon 3 hours of basic cleaning. If circumstances require additional or extensive cleaning in or around the building and/or grounds, this service will be billed at \$60 per hour. Billing will be forwarded to you post-event, or may be deducted from your security deposit.
- No conduct shall be permitted on the premises which violate any Federal, State or local law or any regulation, rule, or ordinance of the Village of Indian Hill. The Applicant assumes full responsibility for the behavior of all persons on the premises during the period of the Rental Contract and for a reasonable time before and after.
- The IHHS assumes no liability or responsibility for damage to or loss or theft of personal property of any kind brought into the building or while on the premises. All personal property, including motor vehicles brought or left on the premises, shall at all times be at the owner's risk. The IHHS shall not be liable under any circumstances for any loss, theft, or damage to any motor vehicles or their contents on the premises or while being driven to or from the premises. The IHHS assumes no liability or responsibility for personal injury caused by the negligence of the Applicant or any persons attending the Applicant's event on the premises.
- All publicity material or printed matter regarding use of the Schoolhouse must be submitted in writing to the IHHS for written approval, in advance of release.
- If a speaker or audio-visual presentation is scheduled for an event at the Schoolhouse, the speaker and the topic must be cleared with the IHHS before any publicity is issued.
- The IHHS reserves the right to limit rental of the Schoolhouse to those Applicants whose purposes do not conflict with the purposes, programs, and mission of the IHHS.
- Applicants requesting a non-profit rate must submit proof of non-profit status with their application. Proof may include a letter from the IRS confirming 501(c)(3) status, a current Form 990, or a letter from an officer of the organization.

8/26/2020 Rental Rates were revised by \$275 across all categories to cover the increase in cleaning costs due to COVID-19

IH Residents		PRIVATE	NON-PROFIT or Small Group
Weekdays	Mon – Thurs	\$825	\$600
Weekend	Fri Only	\$1,025	\$700
	Saturday Only	\$1,225	\$800

	Sunday Only	\$875	\$675
Non-Residents	Mon - Thurs	\$1,275	NA
	Fri Only	\$1,775	NA
	Saturday Only	\$2,275	NA
	Sunday Only	\$1,775	