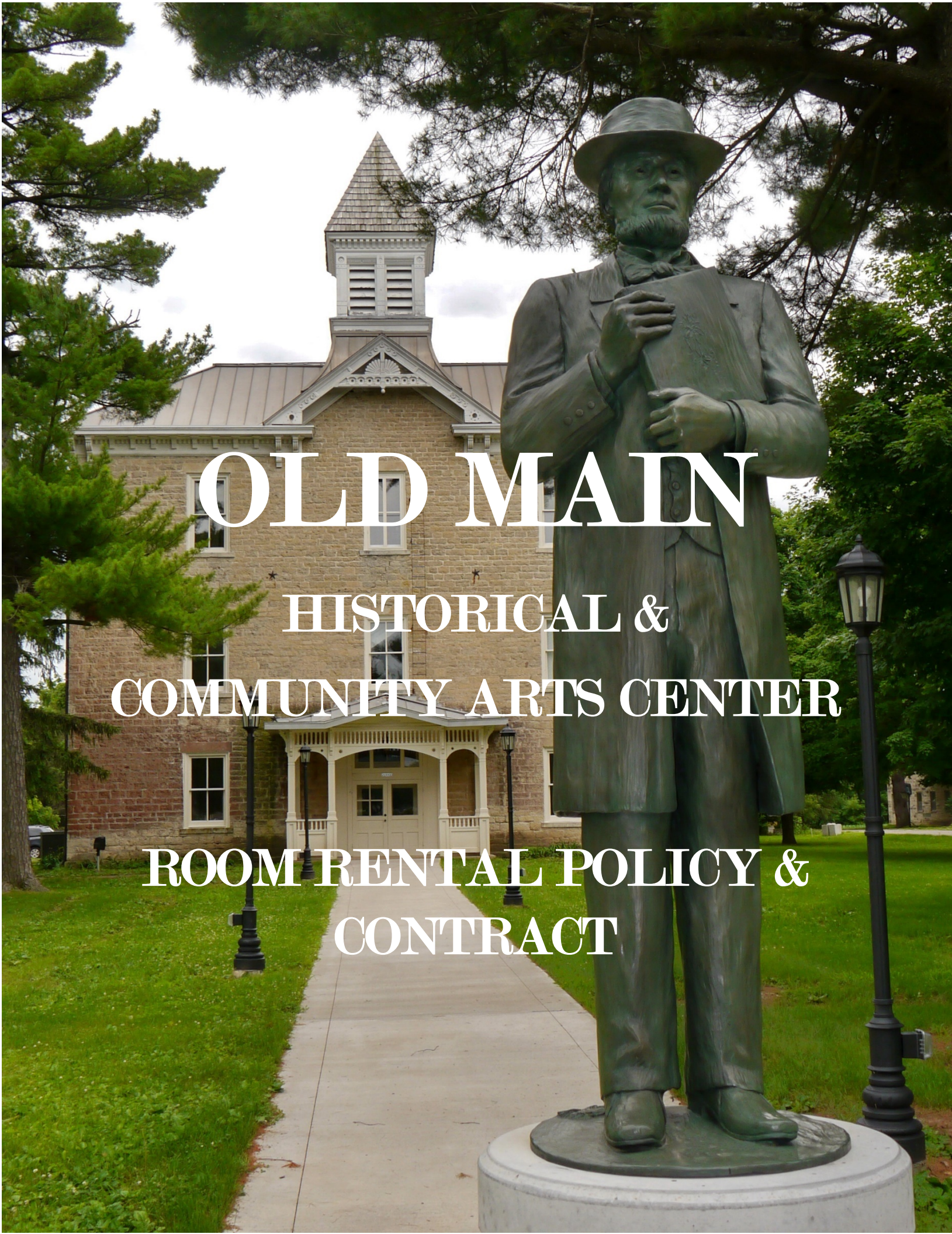

OLD MAIN

HISTORICAL &
COMMUNITY ARTS CENTER

ROOM RENTAL POLICY & CONTRACT

Contents

OLD MAIN ROOM CAPACITY 2

OLD MAIN ADDITIONAL SERVICES 3

OLD MAIN RENTAL FEE SCHEDULE 3

Whole Facility – Included Amenities 5

Auditorium – Included Amenities 6

Gale College Conference Room – Included Amenities 7

Judge Gale Conference Room – Included Amenities 8

Galesville Room – Included Amenities 9

Trempealeau County Room – Included Amenities 10

Old Main Front Lawn – Included Amenities 11

OLD MAIN RENTAL AND USE POLICIES 12

Scheduling 12

Deposits 12

Rental Payment 12

Cancellation Policy 13

Decorating for Events 13

Set-Up/Clean-Up Policy 13

Damages 13

Alcohol 14

Fire Prevention 14

Food 14

Keys 14

Closing Times 14

Access Limitations 14

Old Main Event Sign 15

Minors 15

Lights 15

Photography 15

Pets 15

WIFI Access 15

Handicap Accessibility 15

Injury, Illness, or Death 15

Winter Weather 15

OLD MAIN USER AGREEMENT CONTRACT 16

OLD MAIN ROOM CAPACITY

(City of Galesville Fire Code)

Room Description	***Capacities***
1st Floor	
Judge Gale Conference room	29
Galesville Room	21
Trempealeau Room	17
2nd Floor	
Gale College Conference Room	51
3rd Floor	
Area for seating on main floor	72
Stage	37
Back Stage Area	16
Side room	5

There are approximately 120 chairs, and a variety of tables available. If you move tables and/or chairs, please return them to where you found them before you leave the building.

OLD MAIN RENTAL FEE SCHEDULE

Whole Facility:	**$500**
Auditorium (3rd floor):	**$300**
Galesville College Room (2nd floor):	**$200**
Front Lawn/Grounds:	**$150**
Judge Gale Conference Room (1st floor):	**$100**
Galesville Room (1st floor):	**$50**
Trempealeau County Room (1st floor):	**$50**

Deposit:

For rentals of $250 or less, a $100 refundable security deposit is required.

For rentals of $250 or more, a $250 refundable security deposit is required.

****Deposits must be made at time of contract and will be returned within 14-days of event****

OLD MAIN ADDITIONAL SERVICES

(OPTIONAL AD-ONS TO YOUR RENTAL)

Projector & Screen:	**$150 (includes set-up and take-down)**
Room Set-up:	**$100**
Room Take Down:	**$100**
Tour Guide(s):	**$50 for ½ Day per person (4 hours or less)**
	$100 for full day per person (More than 4 hours)
Old Main Staff:	**$50 for ½ Day per person (4 hours or less)**
	$100 for full day per person (More than 4 hours)

Whole Facility – Included Amenities

Rental Fee: $500 plus $400 deposit required at time of signed Rental Contract

Rental Includes:

Use of all rental rooms

Use of all bathroom facilities

Use of outside grounds (tents are allowed with securing stakes no longer than 8 inches)

Use of kitchen (may use fridge, microwave, and coffee makers)

Use of available tables and chairs

Garbage/Recycling disposal

Use of outdoor lighting system

Use of auditorium sound/lighting systems

Use of Old Main Event Sign

Showing/tour of the building upon request

Old Main staff member present for the initial hour of rental to ensure questions are answered and (if needed) technology items are set up.

Auditorium – Included Amenities

Rental Fee: $300 plus $400 deposit required at time of signed Rental Contract

Rental Includes:

Use of 3rd floor

Use of all bathroom facilities

Use of outside grounds (tents are allowed with securing stakes no longer than 8 inches)

Use of available tables and chairs

Garbage/Recycling disposal

Use of outdoor lighting system

Use of auditorium sound/lighting systems

Use of Old Main Event Sign

Use of kitchen (fridge, microwave, and coffee makers)

Showing/tour of the building upon request

Old Main staff member present for the initial hour of rental to ensure questions are answered and (if needed) technology items are set up.

Gale College Conference Room – Included Amenities

Rental Fee: $200 plus deposit required at time of signed Rental Contract

Rental Includes:

Use of all bathroom facilities

Use of outside grounds (tents are allowed with securing stakes no longer than 8 inches)

Use of available tables and chairs

Up to two city provided garbage bags

Use of outdoor lighting system

Use of Old Main Event Sign

Use of kitchen (fridge, microwave, and coffee makers)

Showing/tour of the building upon request

Old Main staff member present for the initial hour of rental to ensure questions are answered and (if needed) technology items are set up.

Judge Gale Conference Room – Included Amenities

Rental Fee: $100 plus deposit required at time of signed Rental Contract

Rental Includes:

Use of main level bathroom facilities

Use of outside grounds (tents are allowed with securing stakes no longer than 8 inches)

Use of available tables and chairs

Garbage/Recycling disposal

Use of outdoor lighting system

Use of Old Main Event Sign

Use of kitchen (fridge, microwave, and coffee makers)

Showing/tour of the building upon request

Old Main staff member present for the initial hour of rental to ensure questions are answered and (if needed) technology items are set up.

Galesville Room – Included Amenities

Rental Fee: $50 plus deposit required at time of signed Rental Contract

Rental Includes:

Use of main level bathroom facilities

Use of outside grounds (tents are allowed with securing stakes no longer than 8 inches)

Use of available tables and chairs

Garbage/Recycling disposal

Use of outdoor lighting system

Use of Old Main Event Sign

Use of kitchen (fridge, microwave, and coffee makers)

Showing/tour of the building upon request

Old Main staff member present for the initial hour of rental to ensure questions are answered and (if needed) technology items are set up.

Trempealeau County Room – Included Amenities

Rental Fee: $50 plus deposit required at time of signed Rental Contract

Rental Includes:

Use of main level bathroom facilities

Use of outside grounds (tents are allowed with securing stakes no longer than 8 inches)

Use of available tables and chairs

Garbage/Recycling disposal

Use of outdoor lighting system

Use of Old Main Event Sign

Use of kitchen (fridge, microwave, and coffee makers)

Showing/tour of the building upon request

Old Main staff member present for the initial hour of rental to ensure questions are answered and (if needed) technology items are set up.

Old Main Front Lawn – Included Amenities

Rental Fee: $150 plus deposit required at time of signed Rental Contract

Rental Includes:

Use of main level bathroom facilities

Use of outside grounds (tents are allowed with securing stakes no longer than 8 inches)

Use of available tables and chairs

Garbage/Recycling disposal

Use of outdoor lighting system

Use of Old Main Event Sign

Use of kitchen (fridge, microwave, and coffee makers)

Showing/tour of the building upon request

Old Main staff member present for the initial hour of rental to ensure questions are answered and (if needed) technology items are set up.

OLD MAIN RENTAL AND USE POLICIES

Thank you for selecting Old Main Historical & Community Art Center for the site of your function. This structure dates from 1863 when the first two stories were completed to provide space for higher education at Gale University while the Civil War rages at its peak and threatened the union of our Nation's states. Old Main remains a symbol of confidence in a peaceful future where history, the arts and civic interest come together to meet the needs of the community. We are glad to make the building available for your use. We have adopted the following rules for its use with the hope of preserving this landmark for the enjoyment of generations to come.

Please observe the following requirements and special instructions given to you by the designated representative of OMHCAC.

Scheduling

Old Main is a multi-purpose building offering programming and events relating to history, the visual and musical arts, drama, education, and community events. Scheduling will be difficult in the Fall and Spring seasons with short notice.

For 3rd floor (Auditorium), 2nd floor (Galesville University Room), and full building rentals we ask for at least 9-months of advanced notice.

For 1st floor rentals we ask for 60-days of advanced notice.

We will do our best to accommodate all rental requests, however Old Main events will take priority for scheduling. Be rest assured that we will not double book the building. Your rental is yours for the day. However, if you only need the space for a limited time, another booking or Old Main Event may be scheduled for before or after your scheduled rental.

Deposits

For rentals of $250 or less, a $100 refundable security deposit is required. For rentals of $250 or more, a $400 refundable security deposit is required. Deposits must be made at time of contract and will be returned within 14 days of contracted event. Deposits will be returned after the building is inspected and the key is returned. Requirements related to such things as departure time, cleaning, garbage removal and damages must be met to have deposit refunded. Deposit will be withheld to pay for the repair/replacement costs of any damages, loss of keys, etc. as mentioned above.

Rental Payment

Rental dates will not be reserved unless the required fee and deposit are paid and rental contract is signed by rental party and designated OMHCAC representative. Full payment is due at time of contract.

Cancellation Policy

Cancelations within 30-Days of the contracted rental date will result in a 100% forfeiture of the rental fee. However, the security deposit will be returned within 14-days of cancelation request.

Cancelations prior to 30-Days before the contracted rental date will have 100% of their rental fee and security deposit returned within 14-days of cancelation request.

Decorating for Events

Decorating for events is to be done in such a way that the decorations can be easily removed without causing damage to surfaces or leaving any marks or holes. No exits, exit signs or emergency lighting systems are to be blocked or covered. Decorations should not create any other safety hazards or the damage to equipment or fixtures. There will be no fire or flames within the building except for standard food warming devices permitted in OMHCAC building or grounds.

Set-Up/Clean-Up Policy

Rental groups may have access to the building for rehearsals, decorating, and other set up as soon as noon of the day preceding the contracted date rented, if available. Renters are responsible for set-up and take-down of any needed tables, chairs, or other equipment and will responsible for any damage.

Clean up must be done the day of the event unless arranged with a OMHCAC representative. Those renting space in OMHCAC are to clean the rented area following their event or function. At the end of their rental period all materials and items brought in by the renter are to be removed. The floor is to be swept, mopped if needed, and all refuse collected are to be in provided garbage bags and placed in the designated container outside of building for disposal.

Spills of food, liquids or otherwise must be thoroughly cleaned. Chairs, tables and other equipment used are to be washed. Chairs and tables are to be properly stacked and returned to their original location. The cost of any cleaning or removal of materials will be charged against the person or group renting the facility at the rate of $50.00 per hour.

Damages

No one is to cause any damage to the OMHCAC building, its fixtures, contents or grounds. Those renting OMHCAC space are responsible to the organization and City of Galesville for any damage occurring during their contracted rental event. No one is to write, draw or place marks on any building surfaces, fixtures or equipment. Any liquids which may leak must be kept in a portable basin to prevent leakage and damage to flooring. This includes kegs of beer, tubs of beverages, fountains, ice sculptures and bags of garbage containing liquids. Any damages will forfeit the return of total deposit amount paid to OMHCAC and the renters will be responsible for all repair/replacement costs.

Alcohol

Alcohol sales are ***NOT*** permitted for Private Events; such as weddings, graduation parties, etc. Alcoholic beverages may be served at private events. Old Main, its representative agents, staff and the City of Galesville will not be held liable for any accident, injury, death that occurs on or off Old Main premises due to alcoholic consumption at a private event held at OMHCAC.

Fire Prevention

No smoking is allowed on OMHCAC premises, in the building or on surrounding grounds. There will be no fire or flames within the building except for standard food warming devices permitted in OMHCAC building or grounds. Fire extinguishers are provided on each floor. The fire extinguisher on the third-floor is located in the hallway adjacent to the stairs. The fire extinguisher on the second-floor is at the head of the stairs. The first-floor extinguisher is located at the foot of the stairs. The basement fire extinguisher is located at the foot of the basement stairs.

Food

Food may be brought into building. There is no provision for onsite food preparation. Use of facility kitchen, including, refrigerator, sink and microwave will be designated in rental agreement. OMHCAC, its representative agents, staff and City of Galesville will not be held liable for any health occurrence or injury resulting from food brought into OMHCAC facility and grounds from outside sources.

Keys

Persons receiving a key for OMHCAC access are responsible for **RETURNING** it the evening of their rental or upon request of a designated OMHCAC representative. Keys can be picked up the day before the event by arrangement with a representative and must be returned at the conclusion of your event in the designated lock box on OMHCAC premises. The loss of the key will result in an additional fee of $100.00 to go toward the cost of changing the locks. Keys may not be loaned to anyone who is not authorized by the organization or specified on the rental contract.

Closing Times

OMHCAC shall be closed to public use between the hours of 12:00am (Midnight) and 6:00am each day. Any music being played as part of an event shall end by 12:00am (Midnight). An exception is any New Year's Eve event or by special approval of organization.

Access Limitations

Use or access to **NON RENTED** rooms and basement are off limits; as are designated staff areas within OMHCAC. OMHCAC is a multi- purpose building and OMHCAC reserves the right for staff use during events.

Old Main Event Sign

The use of the Old Main Event Sign is included in ALL rentals. Sign requests must be made at time of contract. Event, spelling of names, etc. must be submitted in writing or email 2 weeks prior to event for approval.

Minors

All minors visiting OMHCAC building and grounds must be accompanied by a parent/guardian.

Lights

Please turn off all lights when leaving the building.

Photography

Photos are permitted within OMHCAC building and grounds. If you have event photos you would like to share on our website; please email them to kmdingel1982@gmail.com

Pets

No pets allowed in OMHCAC or on grounds. Per defined regulations, service animals are allowed.

WIFI Access

OMHCAC is happy to share our WIFI service with you and your guests. Our WIFI password is: OMHCAC99

Handicap Accessibility

The first floor of Old Main is handicap accessible. However, the 2nd and 3rd floors are not. Please keep this in mind when determining the space(s) you are looking to rent.

Injury, Illness, or Death

Old Main, its representative agents, volunteers, staff, and the City of Galesville will not be held liable for any accident, injury, death that occurs in, on, or off OMHCAC building and grounds.

Winter Weather

As our parking lot and sidewalk is plowed by the city of Galesville, no guarantee can be made that the parking lot and sidewalk will be cleared of snow and ice.

OLD MAIN USER AGREEMENT CONTRACT

Name: _____

Business or Organization Name (If Any): _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Cell: _____

Email: _____

Rental Date(s) Requested: _____

Type of Event: _____

Rental Fee(s): $_____

Total Deposit Amount: $_____

Total: $ _____

Please verify that all above information is correct and sign below. Please send one copy of this form along with payment and deposit. We have included a copy of the rules for OMHCAC use. Please sign below that these have been received.

Approved exceptions to standard rental and use policy:

_____

_____

_____

_____

_____

Signature Indicates that above information is correct and I/We agree to the OMHCAC rental policy and above fees:

Signature: _____ Date: _____

OMHCAC Representative: _____ Date: _____