

Hotchkiss-Crawford Historical Society Museum

Rental Agreement

HCHS is pleased to offer a meeting space in our building. We charge \$25 for use by any group that needs a meeting space. Non-profits: No Charge. Arrange with a member of the Museum board if the schedule is open for the day/night you want to use it.

Alarm: We are able to arm/disarm remotely. Call or text BEFORE you try to enter the building. Again, notify when all doors are checked and you have locked the door and left the building. We will remotely arm it.

Entering the building: There is a key lockbox to the left of the main door. Combo _1808_ Please make sure you put the key back and scramble the numbers.

To the left as you enter, you will pass two lavatories. Open the door to the meeting room. If you re-arrange chairs & tables, please put them back the way you found them. There is a broom in the closet. Please sweep when you're done. If you use the kitchen, please clean up afterwards and make sure any appliances are turned off.

Please do not leave the doors open.

No alcoholic beverages allowed.

Service animals: Only allowed if they were professionally trained and an actual bona fide service dog. "Emotional support" animals are not allowed.

If you have trouble with anything, call 719-649-2606 or 908-447-1231

Name of organization renting _____

Name, phone # and email of contact _____

Fee paid and collected by _____

Date and time of meeting start: _____