



Heritage Room Facility Policy and Rental Agreement

The Heritage Room dimensions of 28'4" x 49' 7" has a capacity of: 65 seated and 75 auditorium style. We are ADA accessible.

The Heritage Room includes a small kitchen area with a double sink (no garbage disposal), refrigerator, microwave, coffee maker, 3 coffee urns, and convection oven. There are 60 inch round or 8-foot banquet tables available.

Care of the Facility: The Heritage Center is on the State and National Historic Register, therefore, items such as *tacks, staples, nails, or tape* may not be attached to woodwork, walls, ceiling and/or art pieces. If windows are opened for any reason, make sure that they have been *closed* and *locked* before you leave.

All trash must be emptied at the conclusion of your activity in the dumpster, located in the rear, at the southeast end of the building.

Caterers: All catering arrangement and supplies are the responsibility of the user. The caterer's name and expected time of arrival must be provided to the Southeastern Colorado Heritage Center.

Charges: \$60.00 up to 4 hours, \$100.00 (a day) for up to 10 hours. \$15.00 an hour for additional hours.

\$50.00 cleaning/security deposit (required to confirm booking)

Additional \$50.00 if set-up and tear down requested of SCHC staff.

Liability: The Southeastern Colorado Heritage Center assumes no responsibility for personal injury, property loss or damage occurring during meeting or events sponsored by outside groups. The user shall save and hold harmless the Southeastern Colorado Heritage Center, its officers, agents, employees, and members, from all claims, suits, actions of whatsoever nature resulting from or arising out of the activities of the user of its subcontractors, agents or employees. The user shall allow SCHC, its assignees or associates to use photographs, recoding or video of activities on the property of the Southeastern Colorado Heritage Center to used for promotion, publicity or record purposes without compensation or restriction. If cost to repair any damage to facility, furniture, displays, art, appliances, exhibits, and etc. exceeds \$50.00, you will be billed the entire cost of repair and/or replacement.

Type of Event:			
Print Name:			
Address:			
Phone:		cell:	
Date(s) Requested	Time: from:	am / pm	to: am /pm
(Please include set-up and takedown in your scheduled time)			
Signature:			