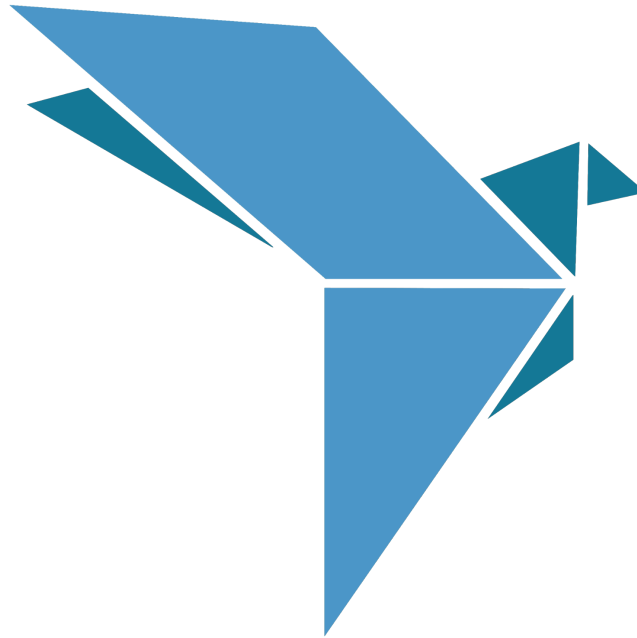


The International Peace Museum:
Facility Rental Agreement



Authored by:
The International Peace Museum

Last revised on:
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Classification:
Public

Facility Rental Agreement

Reviewed by the Facilities Committee on the 23rd of January 2023

The International Peace Museum (IPM) may make the museum facilities available for rent to non-affiliated individuals and entities. The following policies set forth the general guidelines for the rental and use of IPM facilities.

I. General

Types of Events

The International Peace Museum's reputation and nonprofit status must be taken into consideration when renting the facility. The Museum is a civic organization with the mission of inspiring people from diverse backgrounds to work for greater peace and compassion through education and collaboration. Therefore, rental requests must be approved by the IPM's Executive Director. They will determine, at their sole discretion, if the rental applicant compromises the Museum's mission or nonprofit status. Additionally, due to the obligation to protect the contents entrusted to the Museum, events that pose significant risks to the content of the facility will not be permitted.

Rental Fees and Security Deposit

A security deposit of \$200.00 is required to hold the venue for the requested date/ time, upon event approval. Dates are not held without deposit. The remaining agreed-upon event rental fees are due 30 days prior to the event date, unless the rental is scheduled less than 30 days before the event. Upon invoice, payments may be made with cash, check, or credit card. The security deposit will be returned to the renter 7 days after the event if there is no damage or additional cleaning required. A schedule of rental fees will be provided by request.

Event Days and Times

The IPM will try to accommodate requested events and event times based upon approval of the requested program, availability of space and proposed event times. Ideally events should be held during the Museum's normal business days and hours, however, other days and times will be considered upon application.

Date Changes, Refunds and Cancellations

If the renter is forced to change the event date, the International Peace Museum will make every effort to accommodate the date change, if possible. The renter agrees that in the event of a date change or cancellation, the security deposit is nonrefundable. The rental fee is 90% refundable if the event is canceled 30 days prior to the event date, 60% refundable if the event is canceled within 14 days of the event date. If the event is canceled 7 days or less prior to the event date, there will be no refund. If the event is canceled by no fault of the renter, a full refund including deposit and membership fee will be paid to the renter.

Advertising

Renters are not to advertise an event prior to the execution of the Rental Agreement. The right to use IPM facilities does not permit the right to use the IPM name, logo, marks or branding, or to imply sponsorship, affiliation, connection or endorsement of an event, except when explicitly approved by the IPM Executive Director.

II. Logistics

Set-up & Clean-Up

Event set-up must be coordinated with Caterer in advance and cannot interfere with the museum's operations. Renter can arrange additional rental items to be brought into the venue through the Caterer. A minimal mark up charge will be added to the bill for coordination. Renters are responsible for their own set-up and clean-up, with the exception of tables, chairs, podiums, and microphones. If use of presentation or audio/visual equipment is requested, a staff person may be required to assist. There will be an additional cost added to the rental fee if a staff person is required.

Clean-up includes removing all items brought to the Museum (including leftover food), washing dishes, wiping counter tops, and cleaning debris off the floor. Finally, event set up must be coordinated with the caterer and cannot interfere with the museum's daily operation.

Security

A Security Guard is on duty in the building lobby Monday-Friday from 7 am until 10pm. On Saturdays the Security Guard is on duty from 9 am until 5 pm. Additional security

may be required depending upon the event's programming. For example, if alcohol is to be served at the event, the renter may be required to pay for an additional security guard. Additional security must be arranged in advance of the event.

Accessibility

The main entrance to the Museum is through wheelchair-accessible doors on Courthouse Square. The Museum also has a private entrance and exit with locked doors, which can be accessed if needed. These doors need to be manned if they become a point of entry and exit. Use of the Museum's private entrance/exit door requires prior agreement with the Museum.

Restrooms

Restrooms are located in the basement level of the Museum building, and can be accessed via the lobby elevators. The doors to the restrooms are kept locked. Signs will be posted during events to show the location of the restrooms and provide the four-digit door code. Please note, restrooms do not have automatically opening doors.

Vendor Policy (Catering & Food/Beverages)

The IPM has worked with many vendors, and maintains the following policies on food and beverages. Alcohol is permitted for guests above 21 years of age, but cannot be sold at the event. Only beer, wine, hard seltzer, sparkling wine, a themed or a signature drink may be served. No attendee is permitted to provide their own alcoholic beverages; if alcohol is found to be brought into the event, the event will be immediately shut down. The consumption of alcohol is not permitted beyond the Museum facility. Specifically, consumption of alcohol is not permitted in the building lobby or in the Courthouse Square. The International Peace Museum is not responsible for any outside services or additional contracts with outside vendors entered into by renter. All outside vendor rental agreements will be handled through the Caterer, and must be in compliance with this agreement.

Parking

Limited street parking is available on Ludlow and Second Streets, and is free after 6pm. Nearby parking garages include:

- Arts Garage: 121 W 2nd St. (Accessible)
- City of Dayton Municipal Parking: 123 W Third St. (Accessible)

- Fifth Third Center Garage (Dayton Arcade):
- 16 S Ludlow St. (Accessible)

Furnishings

The following items can be furnished by the International Peace Museum:

- 8x - 24" to 30" Round Bistro Tables;
- 75x - Banquet Chairs;
- 12x - Bistro Chairs;
- 8x - 72"x30" Rectangular Tables.

Event Presentation Equipment

The following items can be furnished by the IPM: Microphones; Podium; Jumbo Screens. An additional fee may be charged for audio-visual equipment rental and required AV staff. Presentation equipment rental must be arranged in advance of the event.

Amenities Included in Rental Agreement:

Kitchenette; Refrigerator; Microwave; Stage; Coffee Bar counter top for serving; Additional Counter Top for serving; Silverware (serving for 25); Assorted Serving Trays; Tongs; Serving Utensils; 40 cup Coffee Percolator; Water Dispenser; Assorted China, serving for 50 - Desert Plates and Coffee/Tea Cups; trash cans and trash bags. All material supplied by renter must be Eco-friendly and meet sustainable guidelines (if disposable, must be recyclable or compostable).

III. Legal and Usage Policy

Insurance

An event insurance policy may be required for an event. The renter is responsible for providing an event insurance policy if deemed necessary.

Hold Harmless Agreement

It is agreed and understood that the International Peace Museum is not responsible for any items, personal or otherwise, brought into the event facility that are lost, stolen,

damaged, or otherwise lose of value. Renter agrees to indemnify and hold harmless the International Peace Museum, its agents, employees, and assigns, from any claims, loss or damage to any guests, vehicles, or others as a result of the use of said space, adjacent areas, or areas traversed to access event space, unless said claim, loss or damage is the result of the International Peace Museum's employees, or agents, direct intentional misconduct.

Additional Procedural Requirements

- Renter acknowledges and is in agreement with the International Peace Museum's policies outlining the permitted uses of the Museum facility.
- Renter agrees to become a one year individual member of the International Peace Museum permitting access to Museum events throughout the year.
- The use of the International Peace Museum shall not be in support of any group or policy which discriminates against anyone based on race, creed, color, gender, religion, national origin, sexual orientation, or physical disability.
- No property will be removed from the Museum, even temporarily, without permission.
- No hazardous or illegal substances will be used, stored, generated, released or disposed of on or in the premises.
- Renter is responsible and liable for any guest, invitee, or visitor's actions on the premises.
- Neither renters nor their guests are permitted to bring animals into the Facility with the exception of licensed, special needs support animals.
- The use or possession of alcohol shall be confined to the premises of the Museum, and such use must be in accordance with all applicable State and City ordinances, rules and regulations. The sale of alcohol is strictly prohibited. Renter is responsible for the actions of all guests, including alcohol consumption.
- Smoking, vaping or chewing tobacco is strictly prohibited within the International Peace Museum and in the 10 N Ludlow Street building.
- Any signs, symbols, or other objects that could be construed as contrary to the International Peace Museum's mission are not permitted.
- Renter shall control admission to the event space, not to exceed the stated capacity of the venue and as agreed to in rental application.
- Gambling of any kind is not permitted at the Facility.
- Fireworks, sparklers, confetti, glitter, silly string and rice are not permitted at the Facility.
- Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.

- Weapons of any kind, permitted or not, are not allowed in the 10 N. Ludlow St. building, including the International Peace Museum, except by uniformed Dayton Police officers.
- At least one staff member of the International Peace Museum will be on-site during the entire rental period and available to answer questions or concerns.
- Guests are expected to respect all museum displays, exhibits and artwork in the Museum.
- Free-standing decor only is permitted. Decorations must be pre-approved by Museum staff.
- Nails, tacks, and other fasteners that leave permanent marks are prohibited.
- Rental rates, available days and times will be provided by request.

Acknowledgement and Acceptance

All signing parties hereby acknowledge the rental agreement.

Signature of the renter

Signature International Peace Museum

Name of the signatory

Name of the IPM signatory

Name of renting organization/ company
(if applicable)

Position of IPM signatory

Date of the signature

Date of the signature