

OLD NACOGDOCHES UNIVERSITY BUILDING RENTAL INFORMATION

We welcome your interest in renting the lower level of the Old Nacogdoches University Building. This building is ideal for:

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|---------------------|------------------|----------------|------------------|
| *Weddings | *Showers | *Receptions | *Parties |
| *Wedding Receptions | *Family Reunions | *Anniversaries | *Bridal Pictures |
| *Birthday Parties | *Club Meetings | *Seminars | |

Reservations are made by contacting the Reservations Chair, Carolyn Alhashimi at 564-3782; or by sending her an email at calhashimi@outlook.com. Please complete the OUB Rental Agreement form and mail to the Reservations Chair at 2311 Briargrove Drive, Nacogdoches TX 75965. Docents are on duty in the building Tuesday through Friday from 1-4 p.m. and on Saturday from 10 a.m. - 4 p.m. If you are renting the Building during open museum hours, a docent will be available to give tours upstairs in the museum unless otherwise directed by the Reservation Chair. For further information, contact the Federation President Sharon Bradberry at shbrnsa@yahoo.com.

Rental includes use of these items:

- | | |
|-----------------------------------|---|
| 40 folding chairs | Silver service |
| 8 card tables | Punch bowl and ladle |
| 100 dessert plates | Dishwasher |
| 200 punch cups | |
| 50 glasses | *With the current furniture arrangements 10 people may sit comfortably in the parlor. Folding chairs are available to increase seating in both rooms. Up to <u>119</u> people may be sitting or standing at any one time. |
| Flatware | |
| Platters and other serving dishes | |
| Tea Kettle | |
| Large Kettle | |
| 1 Mr. Coffee | |
| Silk flower arrangements | |

TABLECLOTHS ARE NOT INCLUDED

The cost of rentals is as follows with payment due when the renter completes the reservation form. A deposit of \$150 and rental fee are due when the reservation is made. Deposits are returned following review of the building by the Reservation Chair on the day of or the day following the event. Rentals are for downstairs ONLY.

| | | | |
|-----------------------|-------|-------------------------------|----------|
| Wedding | \$300 | Seminars (four hours +) | \$250 |
| Wedding and Reception | \$500 | Parties (four hours) | \$100 |
| Receptions | \$250 | Professional Photographer fee | \$25/hr. |
| Seminars (four hours) | \$200 | | |

Each rental requires a \$150 deposit which will be refunded when the building is returned to its original condition. The deposit and rental check are due when the reservation is made. The rental fee payment will be deposited immediately. All checks will be made payable to the Nacogdoches Federation of Women's Clubs. Failure to cancel a reservation prior to 14 days of the scheduled event will result in a \$50.00 administrative fee. Cancellation refunds will be paid within 30 days.

The events scheduled in the OUB require a \$150 deposit which will be refunded when the building is returned to its original condition. The deposit and rent amounts are due when the reservation is made. Checks are made payable to the NACOGDOCHES FEDERATION OF WOMEN'S CLUBS (NFWC). Failure to cancel a reservation prior to 14 days of the scheduled event will result in a \$50.00 administrative fee.

There is no charge for NISD functions or for Federation member clubs whose membership entitles them to one free meeting per year. Federation delegates, as well as volunteer docents, may have 1/2 price (\$50) on one additional rental per year.

GUIDELINES FOR RENTING OUB

- ▣ Nothing is to be nailed, tacked or attached to furniture, walls or any other part of the OUB.
- ▣ Rental canopies and folding chairs are acceptable in the garden.
- ▣ A DVD player is available for showing slides.
- ▣ Accessories may be moved from chests and table tops but they may NOT be removed from the mantles.
- ▣ NO smoking, lighted candles, pets or fires in the fireplaces are allowed.
- ▣ NO alcohol or firearms may be brought onto the property
- ▣ Do not remove paintings or other objects from the walls.
- ▣ The piano and the dining room table may not be moved. Any other furniture must be physically picked up to move and cannot be moved outside.
- ▣ The piano is to be played only by professionally-trained persons. Prior approval is required.
- ▣ No food, drink, equipment or decorations are permitted on the piano.
- ▣ Bring your own towels, tablecloths, napkins, cleaning supplies and garbage bags.
- ▣ Fresh flowers are welcome, however, no glitter, confetti, or bird seed is allowed.

WHEN YOUR EVENT IS OVER, PLEASE DO THE FOLLOWING:

- ▣ Remove all food and drinks including those in the refrigerator and coffee pots.
- ▣ Remove garbage from the bathroom and kitchen. Use dumpsters behind TJR, not those at the OUB fence.
- ▣ Sweep/vacuum floors on first floor (entry, living room, dining room, kitchen and bath).
- ▣ Meet rental people to pick up canopies, dishes, and other related items.
- ▣ Remove your decorations.
- ▣ Unplug small appliances.
- ▣ Double check the oven and top burners to assure they are off.
- ▣ Turn off lights and close shutters.
- ▣ Report any damages to the Reservation Chair.
- ▣ Lock all doors (the front left door must have the both top and bottom bolts in place.)
- ▣ Return the key to Suddenlink office or make arrangements with Reservation Chair.
- ▣ If some of your supplies must be left for next day pickup, arrange with the Reservation Chair for a time when they may be collected. This avoids conflicts with the next rental of the building.

We hope you enjoy using this historic building for special events in your lives. Thank you for helping us preserve it for generations to come!

Tax-deductible donations are welcome in addition to any rental fees.

RENTAL AGREEMENT
OLD NACOGDOCHES UNIVERSITY BUILDING
Maximum Capacity for Building - 119 People

Date of Function: _____ Time (Begins) _____ (Ends) _____

Type of Function: _____

Organization or Individual Renter: _____

Contact Person: _____

Address (mailing address): _____

Telephone: (Home) _____ (Cell) _____

Email: _____

Date Reservation was made: _____

Reservation Fee: \$150.00 Rental fee: _____ See list of fees below. Rental is for downstairs only.

Lessee: _____ / _____
Printed Name * Signature

*Signature confirms that the renter has received instructions and agrees to abide by rules for use.

This completed reservation form with \$150 deposit check or money order AND a check for above amount of rental made payable to the Nacogdoches Federation of Women's Clubs confirms the reservation for a specific event on the date shown.

Mail to: Carolyn Alhashimi, 2311 Briargrove Drive, Nacogdoches, TX 75965. The deposit will be returned if no damages occur and if the building is left clean and in the order in which it was found. Deposits are returned following review by the Reservations Chair, either on the day of the event or on the day following.

The rental and deposit fees are due when the rental is made. The rental check will be deposited in NFWC's bank account when it is received. Failure to cancel a reservation 14 days prior to the scheduled event will result in a charge of \$50.00 taken from the rental deposit. The rental fee for a cancelled event will be returned by mail with a check issued by the Nacogdoches Federation of Women's Club. A key to the building and rules for use of the building will be provided to the renter before the event.

Reservation Chair: Carolyn Alhashimi (H) 936 564-3782 or (C) 936 554-9477 Email: calhashimi@outlook.com
 For additional information: Federation President, Sharon Bradberry, (H) 936-560-6791 or (C) 817-676-1941

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|-----------------------|-------|-------------------------------|-----------|
| Wedding | \$300 | Seminars (four hours +) | \$250 |
| Wedding and Reception | \$500 | Parties (four hours) | \$100 |
| Receptions | \$250 | Professional Photographer Fee | \$25/hour |
| Seminars (4 hours) | \$200 | | |

Dining table, Judge's bench, Cut Glass on mantels, and Pianos are never to be moved. The Grand Piano is not to be used.