

## 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:

- \* Weddings                      \* Showers                      \* Receptions                  \* Bridge 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@sfasu.edu. Please complete the OUB Rental Agreement Form and mail to: 2311 Briargrove, Nacogdoches, TX 75965. Docents are on duty in the building Tuesday through Friday from 1 to 4 pm and on Saturday from 10 to 4 pm. 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 Kathryn Robertson, kathrob@suddenlink.net.

### **Rental includes use of these items:**

- 52 folding chairs
- 12 card tables
- 100 dessert plates
- 200 punch cups
- 50 glasses
- Flatware
- Platters and other serving dishes
- Tea kettle
- Dishwasher
- Large kettle
- 2 Mr. Coffees
- Silk flower arrangements
- Silver service
- Punch bowls and ladles

With the current furniture arrangements 10 people may sit comfortably in the dining room and 20 may sit comfortably in the parlor. Folding chairs are available to increase seating in both rooms. Up to 119 people may be sitting or standing at any one time.  
Tablecloths are not included

**The cost of rentals is as follows with payment due when the renter picks up the key to the building. A deposit of \$150 is due when the reservation is made. Deposits are returned following review of the building by the Reservation Chair on the day following the event. Rentals are for downstairs ONLY.**

Wedding	\$250	Seminars (non-profit/full day)	\$200
Wedding and Reception	\$400	Parties up to 25 people /half day	\$75
Wedding Reception only	\$200	Parties up to 50 people /half day	\$100
Catered Receptions		Seminars (for-profit/half day)	\$150
and/or events	\$250	Seminars (for-profit/full day)	\$250
Seminars (non-profit/half day)	\$100	Professional Photographer Fee	\$25/hr.

These events require a \$150 deposit which will be refunded when the building is returned to its original condition. The deposit is due when the reservation is made. Checks are 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.

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 on one rental per year.

### **Guidelines for use of the building**

The building is approved for up to 119 guests at any one time.

1. Nothing is to be nailed, tacked, taped or otherwise attached to furniture or any other part of the OUB.
2. Rental canopies and folding chairs are acceptable in the garden.
3. A DVD player is available for showing disks on the screen in the parlor.
4. Accessories may be moved from chests and table tops but they may NOT be removed from mantels.
5. NO smoking, lighted candles, pets or fires in fireplaces are allowed.
6. NO alcohol or firearms may be brought onto the property.
7. Please do not remove paintings or other objects from the walls.
8. The pianos and the dining table may not be moved. Any other furniture must be picked up to be moved and cannot be moved outside.
9. Bring your own towels, tablecloths, napkins, cleaning supplies, and garage bags.
10. Fresh flowers are welcome however no glitter, confetti or bird seed allowed.

### **When your event is over, do the following:**

1. Remove all your food and drinks including those in the refrigerator.
2. Remove garbage from kitchen and bathroom. (Trash dumpsters behind TJR)
3. Wash any dishes used and return them to the proper shelves.
4. Wipe off cabinets and appliances using appropriate cleaner.
5. Meet the rental people to pick up canopies and other rented items.
6. Remove your decorations.
7. Vacuum rugs and dust mop or sweep floors.
8. Move all furniture carefully back to its original positions (see pictures in storage room for assistance.)
9. Turn off lights and close shutters.
10. Unplug small appliances.
11. Double check the oven and stove top burners to assure they are off.
12. Report any damages to the Reservation Chair.
13. Return key to Reservation Chair.
14. Lock all doors (the front door **must have the top and bottom bolts** in place to secure the door.)
15. If some of your supplies must be left for next-day pick-up, arrange with the Reservations Chair for a time when they will be collected.

**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-deductable donations are welcome in addition to any rental fees.**

# RENTAL AGREEMENT OLD UNIVERSITY BUILDING

Organization or Individual Renter \_\_\_\_\_

Contact Person \_\_\_\_\_

Address (City/State/Zip) \_\_\_\_\_

Telephone (Home & Cell) \_\_\_\_\_

Email \_\_\_\_\_

Date Reservation was made \_\_\_\_\_

Type of Function \_\_\_\_\_

Date & Time of Function \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ (See list of rental fees below. **Rental is for downstairs ONLY.**)

Lessee (print & signature) \_\_\_\_\_

This completed reservation form sent to the Reservation Chair, with a \$150.00 deposit check made payable to the **Nacogdoches Federation of Women's Clubs**, confirms the reservation for a specific event on the date as shown above. 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 Reservation Chair on the day following the event.

The rental fee shown above is due no later than the day of the event or when the key is picked up. A key to the building, helpful suggestions and rules for using the building will be provided by the Reservations Chair or her designee to the renter before the event at an arranged time. Failure to cancel a reservation prior to 14 days of the scheduled event will result in a \$50.00 administrative fee.

**Signing this reservation form confirms that the renter has received instructions for the care of the building and agrees to abide by the rules for use of the property.**

Reservation Chair: Carolyn Alhashimi, 936-564-3782, calhashimi@sfasu.edu.  
(mail completed form and deposit to: 2311 Briargrove, Nacogdoches, TX 75965)

For additional information, you may also contact the Federation President Jana Redfield, 564-9711 or email jredfield@sfasu.edu.

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