**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of 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 the above amount of rental made payable to the Nacogdoches Federation of Women’s Club (NFWC) confirms the reservation for a specific event on the date shown.**

**Mail to: MARYANN BENTLEY, 3502 CHEVY CHASE 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 shredded or returned following review by the Reservations Chair, either on the day of event or on the following day.

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 being taken from the rental deposit. The rental fee for a cancelled event will be returned by mail with a check issued by the NFWC’S treasurer. A key to the building and rules for use of the building will be provided to the renter before the event.

**Reservation Chair: MaryAnn Bentley (H) 936 569-7447 or (C) 936 556-0268 Email:**  **KG5LY@suddenlink.net**

**For additional information contact: Federation President, Ann Wilson, (C) 936.569.5934**

**Wedding $300 Seminars (four hours +) $250**

**Wedding and Reception $500 Parties (four hours) $100**

**Receptions $250 Professional Photographer Fee $25/hour**

**Dining table, Judge’s Bench, Cut Glass on mantels, and Pianos are never to be moved**

**The Grand Piano is not to be used.**

**NO ALCOHOL ALLOWED ON THE PROPERTY**

**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 \*Parties

\*Wedding Receptions \*Family Reunions \*Anniversaries \*Bridal Showers

\*Birthday Parties \*Club Meetings \*Seminars

Reservations are made by contacting the Reservation Chair, MaryAnn Bentley at 936.569.7447 (H) or 936.556.0268; or by sending her an email at  **KG5LY@suddenlink.net**. Please complete the OUB Rental Agreement form and mail to the Reservations Chair at 3502 Chevy Chase 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. to 4 p.m. If you are renting the Building during 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 Ann Wilson (C) 936.569.5934 .

**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 1 Mr. Coffee

50 glasses \*With the current furniture arrangements,

Flatware 10 people may sit comfortably in the parlor

Platters and other service dishes \*Folding chairs are provided if more people

Tea Kettle wish to sit in the parlor

Silk flower arrangements \*Up to **119** people may be seated or

Large Kettle standing at any one time

**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 the rental fee are due when the reservation is made. Two separate checks are required. One for $150 as a hold on the date and the other for renting the building. Deposits are returned following review of the building by the Reservation Chair on the day of or on 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.

Each rental requires a $150 deposit which will be refunded when the building is returned to its original condition. The deposit and the rental checks are due when the reservation is made. The rental fee payment will be deposited immediately. **All checks will be made payable to the NFWC** (Nacogdoches Federation of Women’s Club). Failure to cancel a reservation prior to 14 days of the scheduled event will result in a $50 administrative fee. Cancellation refunds will be mailed within 30 days.

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**Old University Rental Information**

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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 NACOGDOCHESFEDERATION OF WOMEN'S CLUBS (NFWC). Failure to cancel a reservation prior to 14 days of the scheduled event will result in a $50.00administrative fee.

 Member Clubs:

* Federation member clubs will be entitled to one free meeting per year.
* Federation delegates and volunteer docents may have 1/2 price ($50) rental fee on one additional rental per year.
* All rental guidelines shall apply to the above-entitled meetings to include deposit, condition, and cancelation policies.

 **NISD Functions:**

* Official NISD district functions approved by the NISD Superintendent shall be free.
* Each campus is entitled to one free campus function each year if approved by the campus Principal.
* All rental guidelines shall apply to NISD campus functions to include deposit, condition, and cancellation policies.

**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 tabletops, 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** are allowed.
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**Old University Rental Information**

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**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.
* Tum off lights and close shutters.
* Report any damages to the Reservation Chair.
* Lock all doors (the front left door must have both top and bottom bolts in place).
* Return the key to the CVB office or make other arrangements with the 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.**

* **NO ALCOHOL ALLOWED ON THE PROPERTY**

**Thank You!**