

RENTAL AGREEMENT NACOGDOCHES UNIVERSITY BUILDING

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 Deposit _____ Check # _____ Date _____

Reservation Fee: _____ Check # _____ Date _____

Make checks payable: Nacogdoches Federation of Women's Club (NFWC)
See list of fees. Rental is for downstairs only.

Lessee Signature *

Lessee Printed Name

Date

NO ALCOHOL IS ALLOWED ON THE PROPERTY

***Signature confirms that the renter has received instructions and agrees to abide by all rules for use.
Failure to do so will result in forfeiture of deposit and possible charges for any damage incurred.**

This completed reservation form with 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.

Reservation Chair _____ Date _____

OLD NACOGDOCHES UNIVERSITY BUILDING

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Building Rentals are for downstairs ONLY.

**** (Access to second floor allowed only with paid Federation docent at renter's expense). ****

This building is ideal for:

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

Building capacity: **100** people.

To Reserve:

- Call Reservation Chair, **Beth White** at **936-569-7292** to leave a message (your call will be returned promptly); or
- Email at **beth.white063012@yahoo.com**.

Complete the OUB Rental Agreement form and mail to the Reservations Chair at 4106 Colonial Dr, Nacogdoches, TX 75965.

- Include separate checks for rent and deposit with Rental Agreement.
- Receipt of paid deposit and rent reserve your requested date.

Payment:

- Due when the reservation is made.

Make checks payable: **NACOGDOCHES FEDERATION OF WOMEN'S CLUBS (NFWC)**

Two separate checks are required: (1) Deposit \$200 and (2) Rental fee per schedule.

- Deposit will be refunded when the building is returned to its original condition and inspected by the Reservation Chair on the day of or on the day following the event. If no damages are found, the deposit will be mailed to the renter within 10 business days after the rental

The rental fee payment will be deposited immediately. Failure to cancel a reservation prior to 10 days of the scheduled event will result in a \$100 administrative fee. Cancellation refunds will be mailed within 30 days.

RENTAL INCLUDES:

48 folding chairs	Refrigerator
8 card tables	Stove and oven
24 dessert plates	1 Mr. Coffee
24 glasses	Tea Kettle
24 place settings flatware	Some platters and service dishes
24 glass mugs	Silk flower arrangements

One Tablecloth for large dining room table will be available for parties. Additional tablecloths available for rent.

Additional items available for a fee. Inquire for listing.

Fee Schedule

Wedding	\$400	Seminars (4 hours +)	\$350
Wedding and Reception	\$600	Rental & Parties (4 hours)	\$200
Reception only	\$350	Professional Photographer fee	\$50/hr.
**Docent fee per hour	\$ 10	Rental each additional hour after 4 hours	\$50
** Required for Museum access			

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Member Clubs:

- Federation member clubs will be entitled to one free use per year.
- Federation member clubs will be charged ½ price for the next use and afterwards pay full price for rental.
- All rental guidelines shall apply to the above no-charge and discounted uses and all will require a completed reservation form to confirm date, a paid deposit, plus compliance with 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 completion of reservation form to confirm date, a paid deposit, condition, and cancellation policies.

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 paid docent may be contracted through the Reservation Chair to give tours upstairs. Otherwise, the second floor is closed; no visitors are allowed upstairs. Docent fee per hour is \$10.

GUIDELINES FOR RENTING OUB

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The OUB is a historic site and should be treated accordingly. ALL collection items and are used to interpret the history of the building and those who built and studied here. These items and furnishings are strictly for display and are not to be touched, moved, altered or mistreated in any way. To do so will forfeit your deposit.

- 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 podium and microphone are available.
- **Do not** move décor accessories. **To do so will forfeit deposit.**
- **NO** smoking, lighted candles, pets, nor fires in the fireplaces are allowed.
- **NO** alcohol or firearms are allowed on the property.
- Do not remove paintings, pictures, or other objects from the walls.
- The piano and the dining room table may not be moved. **Furniture cannot to be moved** w/o prior Reservation Chair permission. **To do so will forfeit deposit.** With permission, furniture must be physically picked up; do not slide or drag across floors or rugs. No furniture allowed outside.
- Only professionally trained pianist allowed to play piano. **Prior approval is required.**
- No food, drink, equipment, or decorations are permitted on the piano.

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- Bring your own towels, tablecloths (one is provided for dining table only), napkins, cleaning supplies, and garbage bags
- **No glitter, confetti, or bird seed are allowed.**
- Fresh flowers are welcome; however, if any vases need water, there must be a drainage plate placed under the container. Flowers must be delivered and removed during the hours that the facility is rented. Arrangements must be in a finished state and ready for installation. No floral work may be done inside the building. The florist or lessee will be responsible for removing any plant or flower residue.
- **Children must be attended at all times.** Unaccompanied children **are not allowed** on the elevator, stairs, or on the second floor.
- Damages will be deducted from the deposit
- If no damages are found, the deposit will be mailed to the renter within 10 business days after the rental.
- The rental fee payment will be deposited upon receipt
- Failure to cancel a reservation prior to 10 days before the scheduled event will result in a \$100 administrative fee
- Cancellation refunds will be mailed within 30 days.
- **No loitering after the event.** All events must end by 10pm. Music is not permitted to be played after 10pm.
- **Event Cleanup:** The lessee is responsible for leaving the building in the condition that it was found. All trash, food, décor, personal items and debris will be removed by the end of the rental time. Messes that are left behind will be evaluated by staff and will be covered by a portion or all of the deposit.
- **Doors:** Exterior doors must remain closed during the event.

WHEN YOUR EVENT IS OVER, PLEASE DO THE FOLLOWING:

- Remove all food and drinks including those in the refrigerator and coffee pots.
- **Handwash all dishes**, dry thoroughly and return to shelves or storage trays provided. Do not use the dishwasher.
- Remove garbage from the 3 bathrooms 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). Vac, broom and dust pan in storage room by folding chair carts.
- 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.

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- Report any damages to the Reservation Chair. Failure to do so will result in forfeiture of deposit. Damage charges may be levied.
- Lock all doors **(the front left door must have both top and bottom bolts in place)**.
- Return the key to CVB 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.

- **NO ALCOHOL ALLOWED ON THE PROPERTY**

Thank You!