

JOHNSON COUNTY
Museum
Education Center Rental Policies

1. The Education Center is only available for use during regular business hours. The space is available Monday-Saturday from 10:00 a.m. – 4:30 p.m.
2. The minimum rental is \$50 for two-hour block of time; a fee of \$25 per hour will be charged for each additional hour and for events which extend beyond the two-hour minimum. **Rental fees are due on the day of your facility rental.**
3. A damage deposit of \$100 must be secured with a credit card two weeks in advance of your event date. **The damage deposit will be forfeited if any of the conditions outlined in this agreement are not adhered to by any person attending the event.** This deposit must be paid in full before your event date is reserved; reservation dates will not held until this deposit is collected. MasterCard, Visa, Discover, checks and cash are acceptable forms of payment. Checks should be made payable to the *Friends of Johnson County Museum*.
4. A full refund of the rental fee will be given if a cancellation notice is provided **at least two weeks prior to your scheduled visit.** All cancellations must be made in writing to the Museum by email or postage. Groups that cancel with less than two weeks notice will be subject to a penalty of 50% of the total rental fee. No show groups will be charged a penalty of 100% of the fee. This penalty fee will be applied to the credit card provided to reserve your date or will be retained from your payment. Any organization with an outstanding balance will not be eligible to utilize the space until that balance is paid in full.
5. The museum staff will arrange the room for the group. A maximum of 75 chairs, arranged theater-style, or 40 chairs with tables, can be accommodated.
6. The Museum does not provide any catering facilities or arrangements. All food and drink arrangements must be made by the group renting the room. Food and drinks are only allowed in the Education Center; they may not be taken into any exhibit spaces. **No alcoholic beverages are allowed on Museum property.**
7. Any food, drink or catering equipment brought into the Museum must be removed by 4:30 p.m. on the day of the rental.

I verify that I have read and understand all of the information contained in the Education Center Rental Policies form. Agreement Terms and Conditions are outlined above. I agree to abide by these terms and conditions. I understand that by violating the terms above I am forfeiting my deposit of \$100.

Renter's Name	Email	Date
Address	City/ST/ZIP	Phone
Renter's Signature		
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Office Use Only		
Date/Time of Reservation: _____ Reservation Made: _____ Set up: _____		
\$100 Damage Deposit Type: <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Cash Date Deposit Returned (if applicable): _____		
MC/ VISA/Discover Credit Card Number _____ Exp Date: _____ CVS Code: _____		
Date Processed: _____ Authorization Code: _____ Staff Initials: _____		