

Milton Historical Society Meeting Facilities Policies & Guidelines

The Milton House Museum Goodrich Wing is owned and operated by the Milton Historical Society. Providing meeting room space for society sponsored events is an essential component of the society's overall program.

These guidelines and policies attempt to provide fair and equitable access to the Tomah Room by balancing the needs of the society with the needs of other user groups. Events not sponsored by the society are scheduled according to the following policies.

Who May Use The Tomah Room

Priorities for Scheduling

Events sponsored by the Milton Historical Society have first priority for Tomah Room use and are exempt from fees and deposits. Other users are scheduled on a first-come, first-served basis.

Non-Profit Groups

- Non-profit civic groups, including neighborhood organizations and other groups of Milton, Towns of Milton, Lima, and Harmony.
- Educational Institutions located in Rock County.
- Agencies of the City of Milton and Rock County.
- Non-profit groups and organizations most of whose members live outside Milton, Towns of Milton, Lima, and Harmony, hosted by a member who is a Milton, Towns of Milton, Lima, and Harmony resident. This resident is responsible for signing the contract, paying the fees, attending the meeting and acting as liaison with the Milton Historical Society staff.

Rock County Businesses, Individuals and Families

Milton Historical Society members are given priority over non-members.

If you have any questions please call the Milton Historical Society at 608-868-7772.

RESERVATION POLICIES

Advance Reservations

Reservations should be made at least 14 days before the event. The Tomah Room may be reserved up to twelve months in advance. Groups meeting monthly throughout the year are given scheduling preference over groups that meet occasionally, with the exception of the Milton School District Student Art Show which takes precedence over other events.

Paperwork and Fees Required

Reservations will be scheduled only upon receipt of all completed paperwork and payment of the required fees and deposits. First-time non-profit renters may be asked to provide proof of non-profit status.

The following must be turned in at the time of reserving a meeting room:

The attached Event Worksheet and Rental Agreement must be fully completed with all signature areas signed.

- \$100.00 cleaning/damage deposit.
- Appropriate room rental and equipment fees.
- Meeting organizer or group's proof of residency.

Hours Available

Monday-Saturday	9:00 a.m. – 10:00 p.m.
Sunday	12:00 p.m. – 6:00 p.m.

Room Size

The entire room measures approximately 1020 square feet or 40' x 25'.

The Tomah Room holds a maximum of 75 people in a theater-style arrangement with chairs in rows. When seating guests at tables, the room will hold a maximum of 60 persons.

Cancellation

Cancellations must be made at least five business days before the event. Groups failing to cancel at least five business days before the event will forfeit the room deposit fee. A group repeatedly failing to cancel may become ineligible to make future reservations.

Emergencies

The Milton Historical Society reserves the right to cancel a reservation in an emergency situation. The Milton Historical Society has sole discretionary power to define emergencies.

FEES AND DEPOSITS

Cleaning/Damage Deposit

A \$100.00 deposit is required of all groups. This deposit is refunded upon inspection of the room by historical society staff following an event, provided there is no damage or need for cleaning.

The costs of any necessary cleaning or repair will be deducted from this deposit when necessary. If the repair or cleaning costs exceed \$100.00, the user will be assessed the additional cost. A user will be prohibited from reserving the room again until such costs are paid in full. The deposit must be fully restored before the next scheduled event.

Groups with recurring meetings may leave a standing deposit.

Rental Fees

Use of the pre-function hallway area and kitchen are included in the room rental fee.

Non-Profit groups and individuals/families with 25 or fewer attendees

Hours Reserved	
0-4 hours	\$15.00
4-8 hours	\$30.00
8+ hours	\$40.00

Non-Profit groups and individuals/families with more than 25 attendees

Hours Reserved	
0-4 hours	\$30.00
4-8 hours	\$60.00
8+ hours	\$80.00

Businesses and other groups (Business members of the society receive 10% discount)

Hours Reserved	
0-4 hours	\$100.00
4-8 hours	\$200.00
8+ hours	\$300.00

Overage Fees

Groups occupying the meeting room beyond the scheduled block of time will be assessed an hourly overage fee at double the contracted rate.

Equipment Fees

See separate listing.

GENERAL POLICIES

Walk-Throughs

The individual who signed the lease must walk through the meeting facility with society senior staff, defined as Executive Director, Assistant Director, President of the Board and Vice President of the Board. Before and after the meeting and report/record any damage to the room, the kitchen, the storage closets, all doors, all walls, furniture or equipment on checklist sheet. The individual reserving the room is responsible for all activities during the time the room is reserved.

Room Setup

The lessee is responsible for setting up the room, including tables and chairs, and for all materials they require. **Staff will not be available to set up room, move chairs or tables.**

Tables are heavy and often will require more than one person to move or set up.

Other society furnishings must not be moved into the Tomah Room.

Access to Exit Doors

It is against the law to block the doors leading to the down staircases. No tables, chairs, or other items should be placed in front of these doors. Any injury or death to any person occurring due to the blockage of these exit ways will be the liability and responsibility of the lessee blocking the doors.

Before or After-Hours Access

The lessee using the room must provide a greeter to stand at the front door to allow others into the vestibule of the Goodrich Wing before or after operating hours. Trash cans, chairs etc. must not be used to prop open doors.

Drapes and Blinds

Window coverings may be closed for presentations, but need to be re-opened when finished with the room.

Display Partitions

Designated society personnel only may open/close the panels. Use of the panels must be scheduled when the room is reserved.

Food and Drink

Food and drink are restricted to the kitchen and Tomah Room.

Sound and Noise

Meeting room sound and noise are issues **during operating hours**. Use of the meeting room sound system must not interfere with society operations. Sound and noise must be confined to the reserved space and must not bleed over into other areas including the Museum.

After hours sound levels may increase by a reasonable level but should not be loud enough to cause complaints from Goodrich Wing neighbors.

Decorations

- No decorations may be attached to ceilings, walls, or woodwork without prior permission from the society.
- Candles and open flames are prohibited unless permission is granted by the society.
- Live plants must be in appropriate storage containers to protect furniture and floors.

Deliveries, Supplies and other Property of the Lessee

Vehicles may drop off large items to be used by the lessee, but must stay on paved parking lot areas. The society staff will not be responsible for receiving any delivered items needed for meeting such as copies of documents, extra furnishings, etc. The Milton Historical Society cannot act as a pick-up station for shipping or mailing companies.

The society will not be responsible for any items, supplies, materials, and equipment, brought in by lessee. The society will not provide storage facilities or supplies of any kind.

All personal property must be removed from the room after the meeting. Items remaining in the Tomah Room or kitchen will be discarded.

Parking

Lessee and guests should use the parking spaces beginning east of the handicap spaces. Additional spaces may be available adjacent to the Milton House stable or across the street in the City of Milton lot or at the Community House. (Less parking may be available during winter months.) Parking/driving on the sidewalks or grass be tolerated, and will result in automatic forfeiture of deposit. Public Parking is available across the street

Outdoor Events

Groups are required to confine their event to the Tomah Room unless authorized in advance in writing by the society. Special permission to use the lawn or parking areas may be granted by the society board.

Advertising

No easels, story boards, large poster boards, table displays or other advertising media may be placed in or on buildings or society property to advertise the lessee's activities without the permission of historical society staff. However, brochures and flyers may be placed in the lobby if it is a non-profit event.

Open Access

A society representative must be allowed to enter the room at any time.

Smoking and Alcohol

No smoking or alcohol shall be permitted in the building or meeting rooms during operating hours. Exceptions to the alcohol restriction may be granted at the sole discretion of the society such exceptions must be requested in writing and approved by the society board. Should an exception be granted, the sponsoring organization will be responsible for adhering to all state and local regulations governing the consumption and serving of alcoholic beverages.

Clean-Up

The Tomah Room, kitchen and hallways must be cleaned after your function. Trash must be removed, tables wiped and floors must be swept, dust mopped and/or wet mopped.

Trash: Lessee must dispose of their own garbage either by using the society's receptacles or by removing it from the Milton Historical Society property. Garbage bags are provided by the society.

Tables: All tables used must be wiped down. Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup.

Floors: A broom, dust mop and wet mop for the lessee's use is located in the janitorial closet next to the Tomah Room. Sweep or dust mop entire floors, then wet mop any soiled areas.

Kitchen: Must be completely cleaned, counters wiped down, trash removed and floors swept. Only the one wooden table and the large trash can remain in the kitchen.

Failure to Clean

If the room is left unclean or damaged, the expenses of repair or cleaning will be subtracted from the lessee's deposit. (Examples of failure to clean are: not sweeping and wet/dust mopping; damage to wall requiring repainting, etc.)

Leaving the Building

Groups must be completely out of the building by 10:00 p.m. when the alarms activate.

Please be sure to conclude your meeting early to allow enough time to perform the required clean up.

Responsibility

The society staff will deal exclusively with the person who signs the Rental Agreement. This person must be present at the scheduled event to implement the rental agreement, user guidelines and policies. They must be present when the room is opened for the group, and after the meeting they must check out with the society staff.

Authority

The Executive Director or designee is responsible for the implementation and enforcement of the above user guidelines and policies. In the best interest of the society, the Executive Director or designee may deny use of the room. If the Executive Director or designee denies use of the room, the decision may be appealed to the society Board, who shall have final say.

EQUIPMENT**Availability**

- A lectern may be reserved at no cost.
- Display panels may be reserved at no cost.

Advance Reservations Required

Lectern and display panel needs should be planned for at least 14 days prior to the event, and specified as part of the rental agreement. Staff will not be available for additional set-ups, so make arrangements with the staff to go over operating instructions. Cost of repairs or the replacement of missing equipment is the responsibility of the person who signs the Rental Agreement.

Tomah Room User Checklist

A checklist should be completed for each meeting held in the Tomah Room. Groups having standing reservations will also complete a new checklist for each meeting.

Group Name _____ Date _____

Person Responsible for Group _____ Phone _____

	Before Meeting	After Meeting
Kitchen		
Clean counters & sink		
Empty refrigerator		
Remove trash from building		
Remove extra tables/chairs		
Clean floor		
Hallway		
Remove tables/chairs		
Remove all signs		
Meeting Room		
Spills on chairs		
Washed tables		
Check walls for marks/splatters		
Remove trash from building		
Turn off all A-V equipment		
Remove all items from building		

Additional Staff Notes:

**Milton Historical Society Tomah Room
Facilities Event Work Sheet**

Name of Lessee/Group _____
(This is how the name will be displayed on the information sign in the lobby)

Day(s) and Date (s) of Event _____

Time the meeting starts _____ circle *a.m.* or *p.m.* (For public posting)

Hours (**including set up & clean up**)

Beginning rental time _____ circle *a.m.* or *p.m.*

Ending rental time _____ circle *a.m.* or *p.m.*

Contact Person _____ Contact Phone Number _____

(The society will work with this person exclusively during the rental period of this agreement. The contact person is the responsible party and must be present during the meeting to implement the rental agreements, user guidelines and policies.)

- The contact's name and phone number may be released to the public. (Initial) _____
- No, please do not release the contact's name and phone number to the public. (Initial) _____

Describe Your Plans:

Lessee is responsible for set up of room.

What type of meeting will take place? (family, gathering, club, etc.) _____

Number of guests _____ Tables needed _____ Chairs needed _____

Will lectern be used? (yes/no) Will display panels be used? (yes/no) How many display panels? _____

Total Fees for Meeting Room Services

Tomah Room Rental per meeting \$ _____ plus

Total number of meetings ____ = \$ _____ Total fees

Cleaning/Damage Deposit \$100.00

Total Amount Paid \$ _____

Please give us any other information you feel will help us serve you better during your event, on the back of this sheet.