



SALEM AREA HISTORICAL SOCIETY (SAHS) RENTAL POLICY AND AGREEMENT

Salem Area Historical Society (SAHS) has facilities available for rent for classes, Girl / Boy Scout events, weddings, showers, birthday parties, reunions, etc.

The facilities include the following:

- **JARVIS STONE SCHOOL:**
Capacity: 56
Main schoolroom including desks, chairs, and tables
Front serving area including water dispenser and coffee pot.
Restroom featuring compost toilet. Includes toilet paper and hand sanitizer. *
Electricity & heat
Outdoor Sign
Handicap ramp

* If more than 30 guests or if the school is rented longer than 3 hours, a Porta John rental is required for an additional fee.

NOTE: You must bring your own water - there is no running water on the site

- **DICKERSON BARN / PROPERTY:**
Capacity: 124
Main barn area – large open space
Fenced in rear yard
Electricity (one outlet; 20 amps)

NOTE: There are no restroom facilities or running water. A Porta John is available for an additional fee.

- **SCHOOL YARD / PROPERTY - NO BUILDING ACCESS:**
Large Open Space
Ball Field

NOTE: There are no restroom facilities or running water. A Porta John is available for an additional fee.

Rental Fees:

	3 HOURS	5 HOURS	ADDT'L HOURS	SECURITY DEPOSIT
JARVIS STONE SCHOOL:				
MEMBERS:	\$60	\$75	\$10	\$100
NON-MEMBERS:	\$85	\$100	\$15	\$100
DICKERSON BARN & PROPERTY				
MEMBERS:	\$35	\$50	\$10	\$75
NON-MEMBERS:	\$50	\$75	\$15	\$75
SCHOOLYARD / PROPERTY ONLY (INCLUDING BALL FIELD) – NO BUILDING ACCESS				
MEMBERS:	NA	\$25	\$10	\$50
NON-MEMBERS:	NA	\$35	\$15	\$50
SCHOOL, BARN, & PROPERTY (INCLUDING BALL FIELD)				
MEMBERS:	\$100	\$125	\$15	\$125
NON-MEMBERS:	\$150	\$180	\$25	\$125
CANOPY WITH SIDES (10' X 20')				
MEMBERS:	NA	\$20	\$10	\$50
NON-MEMBERS:	NA	\$30	\$15	\$50
POPCORN MACHINE				
MEMBERS:	NA	\$20	\$10	\$50
NON-MEMBERS:	NA	\$30	\$15	\$50

A deposit of 50% of the total rental fee is due four (4) weeks ahead of the event to hold your date. It is refundable up to two (2) weeks before the event. The balance is due one week (7 days) before the event.

The security deposit is due with the deposit. Please pay by a separate check. It will be returned to you provided there is no damage and the property is cleaned. The contact person from your organization must be present at the end of the event during checkout to receive the applicable deposit refund.

Payments can be made by cash, check, or PayPal. Security Deposit is preferred by a separate check because that is what will be returned to you if everything is in order.

All proceeds support the Salem Area Historical Society (SAHS).

For additional information, please visit our website: www.sahshistory.org

Conditions and Terms of Rental:

1. An insurance rider must be taken out through our insurance company by the renter or through the renters' insurance company with Salem Area Historical Society named as an Additional Insured at the following levels: \$50,000 / person; \$500,000 minimum coverage.
2. Caterers are permitted on the premises including their grilles; no personal grilles, BBQs, etc. which may pose a fire hazard are allowed.
3. There is no smoking in the buildings. A cleaning fee of \$250 per building will be imposed for smoking and an additional \$250 cleaning fee for cigarette butts left on the ground will be charged. Outdoor smoking only in designated area, where the ashtray is provided.
4. No candles with flames. No fires.
5. Canopy tents are allowed, but grounds must be restored.
6. Parking in designated areas. Handicapped signs are available.
7. Decorations are allowed; however, they cannot be taped onto walls, nailed into buildings or trees, etc. Use of poster putty is permitted. Use of outdoor SAHS sign is available and priority is given to school renters first. All decorations must be removed at the end of the event.
8. Renters bringing personal, rental property (e.g., tents, tables / chairs) are at the sole risk of the renter and SAHS shall not be held liable for loss or damage.
9. Party entertainment such as moonwalks, tents, games, etc. must have their own liability insurance.
10. Events in the winter are subject to ground conditions. Renter is responsible for snow removal.
11. No animals allowed in buildings except guide / assist dogs. Clean up of animal waste to be completed by renter by the end of the event otherwise there is an additional charge of \$50.
12. Facilities must be swept clean, wiped down, trash removed, etc. by the end of the event. The room must be returned to the original layout.
13. Rental time includes set-up and clean-up time.
14. Renter must be present at check out with the (SAHS member volunteer to receive the deposit check otherwise it is forfeited.
15. Renter is responsible for guests and their behavior, which must be in compliance with local laws and ordinances.
16. Renters and their guests hold SAHS and their officers harmless and not liable.

By signing, you have read, understood, and agree to comply with the conditions and terms of the rental agreement.

NOTE: For photography sessions, only Conditions & Terms 3-8, 13, 15-16 apply.

Printed Name, Signature, and Date

Please return with rental agreement, deposit (50% of rental total), and security deposit to:
SAHS, P.O. Box 75011, Salem, MI 48175

SALEM AREA HISTORICAL SOCIETY (SAHS) RENTAL POLICY GUIDELINES

The Salem Area Historical Society (SAHS) is a non-profit organization that restored and maintains the Jarvis Stone School, the Dickerson Barn, and surrounding property. The SAHS motto is: "Preserving the past for the future." To further its educational purpose, the society has set forth the following guidelines for the rental use of the properties. Funds raised through rental of the properties will go to the general fund to support, improve, and maintain the properties.

PRIORITY CONSIDERATIONS

1. The on-going needs and operations of SAHS will have first priority
2. Member's requests have priority over non-member's requests.
3. School district activities may have their fees waived at the discretion of the SAHS board.
4. Community oriented groups will have high priority.
5. A request by any individual or organization may be refused should such request pose, in the estimation of the presiding officer, trustee, or the board, any threat to the safety of any person, or any compromise of the charitable or educational purposes of SAHS a duly constituted Section 501 (c)(3) Corporation.
6. An appeal of any adverse rental policy decision may be filed with the board within 2 weeks of notification.