

NORTH BALTIMORE OHIO AREA HISTORICAL SOCIETY, INC.  
USE OF FACILITIES POLICY

The NBOAHS welcomes the use of its facility by outside groups subject to the following policies.

- 1) The use of the facility is on a first come, first served basis. In order to reserve the facility contact any officer or call (419) 257-2266. Any request for use shall not be considered binding until a completed application for use of the facilities form is returned to the NBOAHS contact, an NBOAHS member's attendance at the event is arranged and the deposit has been paid. The NBOAHS reserves the right to refuse permission to use the facility. There is no appeal to this decision.
- 2) A member of the society or a designee will supervise the premises during the entire time that the facility is in use.
- 3) The charges for the facility will \$ 25 for the first two hours and \$ 10 per hour for the remaining time the facility is in use. The \$25 deposit will be applied to the first two hours of use. There will be no charge or deposit for use of the facility by school groups, library groups and local youth and adult service organizations. There will not be a charge to open the facility for a private tour when accompanied by an NBAHS member.
- 4) Use of the facility includes all display rooms, the porch and kitchen facilities. The archival room located on the second floor is not open for use except by members of the NBOAHS who are engaged in research.
- 5) The group using the facility is responsible for the conduct of all participants and for damage inflicted to the collection, the furnishings and the building. The group is responsible for all clean up including taking all trash off premises. Normal kitchen cleaning supplies are provided by the NBAHS. The facility furnishings etc. must be returned to their original placement at the end of the function.
- 6) An adult must accompany all minors.
- 7) Neither the NBAHS and its members nor the North Baltimore Public Library and its employees or foundation members shall in no way be held responsible financially or by other means for any loss or damaged sustained on the NBOAHS premises.
- 8) The fact that a group uses the NBOAHS facility should in no way be construed as an endorsement of the group's policies or beliefs by the NBOAHS.
- 9) The use of tobacco products, alcoholic beverages and open flames are prohibited in the facility.

Approved: 08-04-11