Brazos Valley
AFRICAN AMERICAN MUSEUM

AFRICAN AMERICAN HERITAGE SOCIETY dba BVAAM

Rental Policy

Purpose: To establish guidelines and protocols for room rentals and uses at the Brazos Valley African American Museum ("Museum")

A. Eligibility

1. Use. The Museum may be rented by Users gathered to conduct organizational or program meetings, discussion, panels, conferences, seminars, study groups, planning sessions, and to discuss items of mutual interest or engage in professional development through learning activities.

2. Right to Refuse. The Museum reserves the right to refuse use of the facilities for any activity that is deemed in violation of federal, state, or local laws, codes, or ordinances, or for demonstrated past failure of the user to comply with any of the stated rules and regulations.

3. Priority Use. Users that have reserved the Museum in advance are subject to cancellation or changes to room assignments in the event rooms are needed for official Museum business. In such an event, every effort will be made to locate another meeting room for a displaced group and to notify the user of a cancellation or room change at the earliest possible date.

B. Reservation Procedures

1. Request Form and Agreement. All Museum reservations require submission of a reservation request form and use agreement. Forms can be obtained by emailing **museum@bvaam.org**. Applicants must be 18 years of age or older.

2. Reservations. Booking and reservations will be made by contacting the BVAAM administrator's office at **979-775-3961** or emailing **museum@bvaam.org**. Staff in the BVAAM administrator's office will maintain the Museum's reservations and calendars. Users will be allowed to reserve rooms up to 6 months in advance.

3. Multiple Meetings. Use of the Museum for multiple meetings may be granted for a period not to exceed three consecutive months; additional reservations can be made after the end of the three-month period. This is to ensure that one group does not monopolize room usage and allows for use by more groups.

4. Notification. The applicant will be notified no later than two (2) days following the next meeting of the Board of Trustees regarding approval or denial of the application.

5. Reservation Time. Museum reservations may be made up to 6 months in advance, but no less than 10 days prior to the event.

6. Canceling. Cancellations must be made no less than **48 hours** prior to the meeting, or a minimum cancellation fee of one-half the rental fee could be charged or taken from your damage deposit.

C. Fees and Deposits

1. Meeting Times. Users may reserve the Museum during the week (Sunday - Saturday, 8 am to 8 pm), on an as-available basis.

2. Fees. Any User making a reservation may be charged a **$50 refundable security deposit** for room damage, cleaning and other purposes when making the reservation request. Upon inspection by the Museum and approval of the rooms' condition, the deposit will be refunded, minus any additional cleaning costs. The deposit may be reduced or collection of the deposit suspended if the group has a history of using the meeting rooms and has consistently left the areas in good condition.

3. Payment. Full payment of the **$50 refundable deposit** must be made at the time of the request. If the reservation is denied, all payments will be refunded. A receipt for payment of the deposit is the confirmation of a booking. Full payment for the reserved time must be made within 48 hours of the event or the reservation will be considered cancelled.

4. Rental Rate.

MUSEUM STATUS	RENTAL RATE/HR	DEPOSIT FOR ALL
Non-Member	$75	$50
BVAAM Member	$50	
BVAAM Board or Advisory Board	$25	

Hourly rental rates double between 1:00 and 4:00 on Saturdays.

D. Conditions of Use

1. Set Up and Clean Up. Users should include time before the event for set-up and time for clean-up after the event when making their reservation request.

2. Food and Drinks. The User may provide their own food or catering while using the museum and must provide supplies and equipment for serving refreshments. All caterers and vendors

must provide the Museum a COI before the event may take place. The Museum must be cleaned and cleared of all items brought in before vacating. No alcoholic beverages are allowed on the premises. Kitchen amenities available for use include a refrigerator, a sink, and a microwave.

3. Room Furniture. 72" tables and chairs are available. All furniture must be placed in its original setting at the end of the event, or as agreed upon by the Museum staff. On site changes can be accommodated with advance notice or when confirming reservations.

4. Room Technology. Users must provide their own A/V equipment. We have a 55" screen that may be used, but Users must bring their own HDMI cord. Computers or laptops are not furnished and must be furnished by the User. If there are issues with the equipment, the User must contact on-site Museum staff to assist with troubleshooting.

5. Parking. Parking is provided on-site for all meetings. (40 spaces available)

6. Occupancy. The museum capacity is 99 persons. All capacities must be observed at all times.

7. Conduct. At no time shall the conduct of any guests become unruly, loud, or combative. In such an instance, meetings may be cancelled with no refunds of deposit or fees; booking rights of the client/organization may be revoked.

8. Right to Enter. Museum Staff including security have the right to enter all meetings at any time.

E. Prohibitions

1. Disruptions. Use of Museum meeting rooms must not interfere with the conduct of Museum business or be unduly disruptive to others present in the building.

2. Fire. Smoking and vaping are **NOT** permitted in or on the Museum's premises.

3. Signs. No signs, posters, displays, or decorations may be put up without permission of the Museum. Use of nails, screws, tape, staples, etc. on walls is prohibited.

4**. Alcohol.** Alcohol possession, use, or consumption is **NOT** permitted in or on the Museum's premises.

5. Non-Transferable. Reservations are not transferable from one User to another. The User signing the application will be held responsible for proper use of the space.

6. Compliance. Failure to comply with any of the stated rules and regulations will result in the immediate cancellation of the reservation and may lead to suspension of meeting room privileges.

7. Violation of Law. Any activity in the Museum that is deemed in violation of federal, state, or local laws, codes, or ordinances is prohibited.

F. Liability

1. Indemnity and Release. All users, caterers and vendors must agree to indemnify, defend, and save harmless the Museum, the Museum Board of Trustees, and Museum volunteers from and against any and all claims, losses, injuries, suits, or judgments arising from, or in connection with meetings.

2. Repairs. Users are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.

3. Insurance and Security and Required Documents. The Museum requires a **Certificate of Insurance (COI)** from the lessee if they use caterers or vendors for their event. Caterers and vendors should list the Museum as the African American National Historical Society, dba BVAAM, 500 E. Pruitte St., Bryan, TX 77803 as an "Additional Insured." The Museum is covered by Travelers Insurance Company and will provide a COI naming the lessee as an "Additional Insured" upon request.

G. Food & Beverage

1. Catering. Catered events are allowed in the Museum. Caterers must follow the liability guidelines listed in **F**, above.

2. Trash. All trash in connection with any food and beverage service must be removed from the site and placed in the outside bins by the user at the end of each event.

3. Damage. Users are responsible for any damages or stains associated with food or beverages and may result in the loss of a deposit or a clean-up fee.