

Terms and Conditions for Use of Miller Hall

PLEASE READ CAREFULLY! FAILURE TO ABIDE BY ANY OF THE FOLLOWING MAY RESULT IN ADDITIONAL FEES AND/OR IMMEDIATE TERMINATION OF THE RIGHT TO USE MILLER HALL.

1. The Rental Application must be accompanied by a \$50 damage deposit, payable by cash or check; post dated to the date of usage. The damage deposit will be held until a complete inspection is made following use of Miller Hall. Charges for excessive cleanup, damage and/or replacement of items will be deducted from the deposit. If such charges are in excess of the deposit, a bill for the balance will be issued and be payable by the user.
2. Miller Hall will not be rented to any person who is under the age of 21 years.
3. All setup and cleanup is to be completed during the specified rental time period. **CLEAN UP MEANS YOU SHOULD LEAVE THE HALL AS YOU FOUND IT.**
4. In the event the user causes damage to Miller Hall, or leaves Miller Hall in a condition requiring abnormal maintenance, which in turn causes a delay or cancellation to a subsequent user, the user causing such damage or the need for abnormal maintenance, shall be solely responsible for any refund or fees to the inconvenienced user as well as any consequential damages.
5. No decorations shall be attached to the walls or displays.
6. In the unforeseen event that the building is not ready for use by an approved applicant, the applicant will be contacted as soon as possible and notified accordingly. The Historical Society shall in no event be liable for any damages (beyond the return of deposit and any fee paid) to any prospective user on account of the unavailability of Miller Hall.
7. It is the responsibility of the rental party to cancel a reservation at least fifteen days prior to the date booked. Failure to give fifteen days prior notice of the cancellation will result in forfeiture of 50% of the damage deposit.
8. No food or liquids (including water) will be allowed.
9. No smoking is permitted in the museum, Miller Hall or premise of the museum.
10. All rental fees (in addition to damage deposit) are due and payable not less than fifteen (15) days prior to the date of usage. In the event the applicant fails to pay all rental charges due not later than fifteen (15) days prior to schedule usage, that applicant's priority for the scheduled date of usage shall expire and Miller Hall shall be available to other applicants for the same date. Provided that, if the approved applicant pays all rental charges due prior to the approval of another application for the same date, the applicant shall remain entitled to usage for the date.
11. The thermostat will be set by the Big Creek Historical Society. Any adjustment made without the society's knowledge will result in the forfeit of deposit.

MILLER HALL CHECK OFF LIST

When renting Miller Hall you need to make sure the room is in the same or better condition than before you used it.

- 1 Sweep floor (Broom will be located on stage).
- 2 Check bathrooms to see if any major clean up is needed and lights are off.
- 3 Make sure lights are turned off.