



Museum Classroom Rental Policy

1. Classroom rental paperwork, rental fee, and deposit must be paid before using the room.
2. Food and drinks must stay inside the classroom at all times.
3. The following items are NOT allowed in the classroom:
 - Icing cookies with sprinkles or anything with sprinkles.
 - Orange, red, or purple punch/drinks.
4. If guests want to browse through the museum, children under 12 years old must be supervised/accompanied by an adult.
5. At the end of the event, the room should be left in good condition, meaning:
 - Trash should be placed in the trash can and then taken to the dumpster located at the west side of the building (N 200 East). A new trash liner, located at the bottom of the trash can, should be put into the trash can before leaving.
 - Spills/debris should be cleaned up.
 - Tables and chairs should be wiped down.
 - The floor should be vacuumed.
 - There should not be any writing/markings on the tables (crayons, pens, pencils, markers, paint, etc.)
6. If the room is NOT left in good condition (as stated above), if prohibited food and/or drinks are brought in, or if food and/or drinks are taken out of the classroom, the deposit will be forfeited.
7. For afternoon/evening events, the event should end about 30 minutes prior to the museum closing in order to ensure that there is plenty of time to pack everything up, to clean the room, tables, and chairs, and to vacuum the floor, to take the trash to the dumpster, and for guests to exit the museum by closing time.

NOTE:

1. Use of the museum staff kitchen area is NOT part of the classroom rental.
2. Utensils, plates, cups, napkins, cleaning rags, and cleaning supplies, etc. are NOT provided with the classroom rental so you must bring your own.
3. The museum will leave a vacuum cleaner inside the classroom so that it can be used for clean up as needed.