

## **IPM Rental Facilities Policy**

[Reviewed by Facilities Committee 1/23/2023]

### 1. The Basics

#### **Purpose**

In some instances, The International Peace Museum (IPM) may make its facilities available for rental and use to non-affiliated individuals and entities. The IPM's interest in making facilities available for rental includes preserving the mission and values of the IPM while at the same time maintaining safety and security. This policy is intended to establish general guidelines for the rental and use of the IPM at 10 N. Ludlow St., Dayton, OH 45402.

#### **Types of Events**

The IPM's reputation and nonprofit status must be taken into consideration when renting the facility. The Museum is a civic organization with the mission of inspiring people from diverse backgrounds to work for greater peace and compassion through education and collaboration. Therefore, rental requests will not be accepted if their purpose or tendency is to defy this mission or jeopardize its nonprofit status. Examples of such nonconforming uses include political assemblies, religious worship, and events of a purely commercial character. Additionally, due to the value of and obligation to protect the works of art entrusted to the organization, events that pose significant risks to the integrity of the facility and its items of value are not permitted. For example, an event that would pose a security risk, though not limited to, would be events that are open to the public.

#### **Deposit**

The renter agrees to pay a deposit of \$200 to hold the venue for the requested date/time, upon event approval. Dates are not held without deposit. Dates are first come, first serve as long as the event doesn't breach the rental policy. The deposit will be applied to the final invoice, unless the staff determine there is damage/loss or additional cleaning required. In that case, the deposit will be added to your final invoice, plus any additional related expenses. The agreed upon EVENT RENTAL FEES are due 30 days prior to the event date, unless the rental is scheduled less than 30 days before the event. Upon invoice, payments may be made with cash, check, or credit card within 10 days.

#### **Availability:**

Monday - Thursday: 7 am to 10 pm (The Museum is closed to the public.)

Friday & Saturday: 9 am to 5 pm (The Museum is open from 10 am to 5 pm.)

#### **Security**

A Security Guard is on duty in the building lobby Monday-Friday from 7 am until 10 pm. On Saturdays the Security Guard is on duty from 9 am until 5 pm.

#### **Date Changes, Refunds and Cancellations**

If the renter is forced to change the event date, the International Peace Museum will make every effort to accommodate the date change, if possible. The renter agrees that in the event of a date change or cancellation, the deposit is nonrefundable. The rental fee is 80% refundable if

the event is canceled 30 days prior to the event date, 50% refundable if the event is canceled within 15 days of the event date. If the event is canceled 14 days or less prior to the event date, there will be no refund.

### **Advertising**

Renters are not to advertise any event until the Facility Use Agreement is signed by all parties. The renter agrees to remove advertising materials the museum deems inappropriate. In addition, the right to use IPM facilities does not confer the right to use the IPM name, logo, marks or branding, or to imply sponsorship, affiliation, connection or endorsement of an event.

## 2. Logistics

### **Set-up & Clean-Up**

Renters are responsible for their own set-up and clean-up, with the exception of tables, chairs, podiums, and microphones. If use of presentation or audio/visual equipment is needed and arranged in advance, a staff member or hired AV tech will assist. If time is needed to set-up prior to the event, please specify the amount of time. The same is true for cleaning up. Set-up and clean-up time will be added to your invoice for an additional fee. Renters are responsible for cleaning up after their event, which means removing all items brought to the Museum (including leftover food), washing dishes, wiping counter tops, and cleaning debris off the floor.

### **Accessibility**

We are committed to making our events, exhibitions, and facilities accessible to everyone. The main entrance to the Museum is through wheelchair-accessible doors on Courthouse Square. The Museum also has a private entrance and exit with locked doors, which can be accessed if needed. These doors need to be manned if they become a primary point of entry and exit. *Use of the Museum's private entrance/exit doors requires a conversation prior to the date of the event.*

### **Restrooms**

Restrooms are located in the basement level of the Museum building, and can be accessed via the lobby elevators. The doors to the restrooms are kept locked. Signs will be posted during events to show the location of the restrooms and provide the four-digit door code.

### **Vendor Policy (Catering & Food/Beverages)**

You are welcome to bring food and use vendors of your choosing. Brock Masterson is our preferred caterer. Liquor is permitted for guests above 21 years of age, but cannot be sold. The consumption of liquor is not permitted beyond the Museum facility. For example, it cannot be consumed in the lobby or outside the building. All vendors and outside contracts are subject to restrictions and guidelines of the outside service provider and are in no way connected to the International Peace Museum or its staff or volunteers. The International Peace Museum is not responsible for any outside services or additional contracts with outside vendors.

## **Parking**

Limited street parking is available on Ludlow and Second Streets, and is free after 5 pm. Nearby parking garages include:

- Arts Garage: 121 W 2nd St. (Accessible)
- City of Dayton Municipal Parking: 123 W Third St. (Accessible)
- Fifth Third Center Garage (Dayton Arcade): 16 S Ludlow St. (Accessible)

## **Definition of Non-Profit Status -**

Organizations, clubs, associations and other public agencies organized for general character building or welfare purposes. These groups must provide documentation of legal non-profit status (501(c)3 form) filed with the Internal Revenue Service, otherwise the private rate applies.

## **3. Amenities**

### **Furnishings**

- 75 New Banquet chairs
- 4 - 30" Round Bistro Tables
- 12 Bistro Chairs
- 8 - 6' x 30" Tables

### **Presentation Equipment Free of Charge**

- Microphones
- Podium
- Jumbo Screen

### **Amenities Free of Charge:**

- Kitchen
- Refrigerator
- Microwave
- Stage
- Coffee Bar with counter top for serving
- Another Counter Top for serving
- Silverware (serving for 25)
- Assorted Serving Trays
- Tongs
- Serving Utensils
- 40 cup Coffee Percolator
- Water Dispenser
- Assorted China: Serving for 50 - Desert Plates and Coffee/Tea Cups (the China collections are complimentary of one another, but mix and match.)

## **4. Legal, Insurance, and Facility Use Policies**

### **Hold Harmless Agreement**

You agree that the International Peace Museum is not responsible for any items, personal or otherwise, brought into the event facility that are lost, stolen, damaged, or otherwise lose of value. Renter specifically waives and agrees to indemnify and hold harmless the International Peace Museum, its agents, employees, and assigns, from any claims, loss or damage to any guests, vehicles, or others as a result of the use of said space, adjacent areas, or areas traversed to access said event space, unless said claim, loss or damage is the result of the International Peace Museum's employees, or agents, direct intentional misconduct.

## **Insurance.**

### **Facility Use Policies (IMPORTANT – READ BEFORE SIGNING)**

This agreement sets the standard terms for Customer (aka renter) imposed by the renting Venue Provider (aka International Peace Museum.) By reserving and renting this venue, the purchasing Customer agrees to these stipulations and rules of conduct.

- As a renter, I am only receiving a contract for the agreed upon venue which may be limited to the rental time that has been reserved and paid for. The Venue Provider may restrict access to the premises for any reason immediately or before and after your rental time has started and expired.
- I must not act in a manner that, in the Venue Provider's sole discretion, does or is likely to adversely affect the peaceful operation of the premises.
- I will not tamper with, borrow, or remove any property kept on the premises.
- I will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.
- I understand that I must maintain my rental area and common areas of the premises in a neat, clean and sanitary condition.
- I will be held solely responsible for the agreed upon rental area, including any common areas. I will be held accountable for any injury or damages sustained during the duration of the rental and occupancy on the premises.
- I will be held liable for any guest, invitee, or visitor's actions on the premises.
- No animals are permitted at the facility, with the exception of guide dogs or written authorization from the Executive Director overriding this policy.
- The use or possession of alcohol shall be confined to the premises of the International Peace Museum, inside the facility and shall be in accordance with all applicable State and City ordinances, rules and regulations. The sale of alcohol is strictly prohibited. You may provide alcohol to your of-age guests but are responsible for the actions of these guests, including limiting consumption of individuals.

- Smoking or vaping is strictly prohibited within the International Peace Museum, including all of 10 Ludlow St, Dayton, Ohio, including lobbies and bathrooms.
- Any signs, symbols, or other objects that could be construed as contrary to the International Peace Museum’s mission are not permitted.
- The renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Facility and as agreed to in this document.
- Gambling of any kind is not permitted at the Facility.
- Fireworks and confetti are not permitted at the Facility.
- The use of the International Peace Museum shall not be in support of any group or policy which discriminates against anyone based on race, creed, color gender, religion, national origin, sexual orientation, or physical disability.
- Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.
- Weapons of any kind, permitted or not, are not allowed in 10 N. Ludlow St., Dayton, Ohio, including the International Peace Museum, except by uniformed Dayton Police officers.
- At least one staff member of the International Peace Museum will be on-site during the entire rental period and available to answer questions or concerns.
- Guests are not permitted to touch displays, exhibits, or artwork in the Museum.
- Decorations and hangers must be pre-approved by Museum staff. Nails, tacks, and other fasteners that leave permanent marks are prohibited.
- Audio-Visual equipment rentals and staff are not included in the basic rental agreement, but can be added a la carte to this agreement as needed per the event.

**Rentor’s Signatures** \_\_\_\_\_

**Date**

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**Authorized Museum Peronnel**

**Date**

