

ROOM RENTAL RATES **

USAGE	REGULAR BUSINESS HOURS	WEEKENDS/OFF HOURS	
Meetings without food and/or use of kitchen	\$40.00 (Up to 2 hours, \$25 each additional hour)	\$70.00 (Up to 2 hours, \$40 each additional hour) No Alcohol Surcharge	
Meetings with food and/or use of kitchen	\$60.00 (Up to 2 hours, \$25.00 each additional hour)	\$80.00 (Up to 2 hours, \$50.00 each additional hour) \$50.00 Alcohol Surcharge	
Parties*/Reunions/Showers	\$150.00 (Up to 4 hours, \$50.00 each additional hour)	\$200.00 (Up to 4 hours, \$50.00 each additional hour) \$100.00 Alcohol Surcharge	
Wedding Ceremony and/or Reception	\$250.00 (Up to 8 hours, \$50.00 each additional hour)	\$400.00 (Up to 8 hours, \$50.00 each additional hour) \$100.00 Alcohol Surcharge	

*We do not rent our facilities for teenage parties

**Usage fees for various civic clubs/organizations may be waived at the discretion of the Board and/or senior staff in exchange for volunteer services/project assistance from said organization.

The Whitfield-Murray History Center & Archives houses historical memorabilia, archives, and artifacts that tell the story of Whitfield & Murray Counties, Georgia. For this reason, use of the building and/or grounds is limited to those responsible individuals who adhere to the following rules. Please ask building supervisor on duty if you have any questions.

RENTAL PROCEDURE/SETUP

1. In addition to the above stated fees, a \$50.00 cleaning/holding deposit (\$100.00 if alcohol is served) will be required. The deposit will be returned provided cleaning is sufficient and the event does not exceed its allotted time.
2. Groups or individuals wishing to reserve the history center should do so no less than two weeks in advance of the desired date. Bookings will be made on a first come, first served basis and must be made through the individuals designated for that purpose.
3. All applicable fees and paperwork must be submitted two weeks prior to the desired date, otherwise the reservation is subject to being cancelled. If situations arise such that a group is unable to utilize the building on the reserved date, the usage fee will be completely refunded; however, the cleaning/holding deposit will NOT be refunded. Please make every effort to notify us of any inability to use the building on the reserved date.
4. Applicable paperwork includes a signed copy of the Hold Harmless Agreement & Rules for Use Form.
5. Groups failing to abide by these rules and regulations are subject to being asked to leave the premises or may be refused usage on a later occasion. In such a case that the group is asked to leave, the usage fee or deposit will NOT be refunded in whole or in part.
6. Parties using the facilities will be responsible for damages, theft, or destruction of any property of the Whitfield-Murray Historical Society, Inc. or its members stored on this site.
7. Furniture should not be moved unless permission was received when reservations were made. We have several room layouts for both lecture and dining style setups. Please ask about room set up.
8. Do not staple, tape, or tack balloons, banners, or similar objects to the plaster, ceiling, or woodwork. These items may only be taped to the wood trim or hung from light fixtures provided they are completely removed after use and that no damage is incurred by their use/removal.
9. The usage of all appliances will be explained to those unfamiliar with their operation. Should problems arise notify the acting supervisor.

10. Individuals are welcome to use cooking utensils and cleaning supplies; however, those items such as paper plates, cups, napkins, and plastic flatware should not be used as these items are reserved for historical society use.
11. Rental fees provide access only to the banquet room, restrooms, kitchen and grounds. Arrangements must be made at the time of reservation for a tour of the entire building and fees adjusted accordingly. Donations are welcome, tax deductible, and greatly appreciated.

BEHAVIOR

1. No tobacco products of any kind allowed inside the building. No smoking is allowed in the building or on the premises.
2. No unruly conduct or inappropriately loud music.
3. No running is allowed inside the building and children should be supervised carefully at all times.
4. No weapons or flammable substances should be brought on the site without prior approval from the designated Whitfield-Murray Historical Society representative. Candles excepted, but should be used with extreme caution.
5. No hard balls (baseballs, golf balls, etc.) flips, water guns, water balloons, or other objects which can potentially cause damage to the interior of the building are to be used inside the building.

CARE & CLEANING

All patrons of this facility should observe acceptable rules of cleanliness and see that everything is in its original location prior to leaving the premises. Please adhere to the following:

1. All articles should be clean and placed in the proper storage area when no longer in use
2. Do not leave doors or windows open while the heating or cooling systems are operating.
3. Do not pour raw eggs, coffee grounds, mop water, paint, grease, or oil of any kind down the drains.
4. Do not tamper with the electrical panel for any reason except in cases of extreme emergencies (sparks flying from appliances, etc.)
5. Do not leave appliance on while unattended.
6. Do not place hot pans directly on the countertop and do not cut or chop foods directly on the countertop surface.
7. Food and beverages should be removed the refrigerator before leaving.
8. As necessary, all toilets should be flushed prior to leaving.
9. All trash should be removed from the building before leaving. This includes any in the restrooms. Clean bags should be placed in trash receptacles.
10. All appliances should be cleaned as necessary and turned off prior to leaving.
11. All floors should be swept (banquet room) or mopped (kitchen) as needed and tables and countertops should be wiped clean prior to leaving.