



ACADEMY USE AGREEMENT

Weeping Water Valley Historical Society

Name _____

Organization _____

Address _____ City _____

State _____ Zip Code _____ Phone _____

Other Contact _____ Phone _____

Date Requested ____/____/____ Hours Needed _____ to _____

Please describe how the facility is to be used: (Include any special requests and the number of tables & chairs needed)

We are glad you have chosen our historical building for your event. Please treat it with care and respect so that future generations may continue to enjoy it.

Please certify that you have read the Building Use Guidelines (attached) and agree to uphold them.

Printed Name of individual or group representative renting the facility:

Signature _____ Date ____/____/____

General Facility Use Guidelines

The purpose of this facility is for people who need a place to gather for meetings, weddings, family and community events.

Occupancy is limited to 50 people at one time.

There are (7) 4'x8' folding tables and (72) folding chairs available for use. There is a handicap-accessible restroom and a small kitchenette area with a sink.

Organizational / Individual Users

- Commercial use by permission of the WWVHS Board.
- WWVHS is an IRS 501(c)(3) organization, therefore **Political use is prohibited.**
- The Board of Trustees has the right to final approval of facility use.

Financial Policy

Suggested donation for the use of the Academy is \$100. Donations are **payable to** Weeping Water Valley Historical Society. Applicant is responsible for any damages.

- The Academy is newly restored. Please treat the building and furnishings with respect.
- Nothing may be hung on the walls of any rooms in the Academy. Decorations are limited to tabletops only.
- Children should be supervised by a parent or responsible leader at all times.
- NO SMOKING or vaping allowed on the premises.
- Food and drink are welcome, but you must provide your own utensils and serving pieces. There is a small kitchenette area with a sink.
- Applicant is responsible for any damages. It is suggested you check for damages **prior to use**, and if found, contact a Board member and report the damage.
- No WWVHS property or equipment shall leave the Academy without prior Board approval.
- Responsibility for cleaning the facility rests with the applicant.
- Scheduled WWVHS activities and dues-paid historical society members have priority.

If you have questions or would like to see the facility, please email wwhistory@weepingwaterhistory.org or text Jerry at 402-540-6611

Checklist of things to be done at close of activity:

1. All garbage is to be bagged and taken away.
2. All personal items are to be removed.
3. All chairs and tables are to be returned to the original location.
4. Return the thermostat to the suggested setting. Turn off fireplace insert if used.
5. Check the restroom for trash and turn the light off.
6. Be sure the lights are off throughout the building.
7. Lock the door.
8. Return the key within 2 business days.

Please return the completed application to:

WWVHS

PO Box 43

Weeping Water, NE 68463

Or email to wwhistory@weepingwaterhistory.org

A board member or WWVHS volunteer will contact you regarding availability, acceptance of this agreement, and make arrangements for entry and instructions.