

**ROWAN MUSEUM MESSINGER ROOM  
GENERAL REGULATIONS**

1. **Any decorations, rented furniture, linens, or personal effects used in the facility must be removed from the premises immediately following the event in which they are used, unless special arrangements have been made between the LESSOR and LESSEE.**
2. **No decorations can be fastened to walls or woodwork without written permission of the LESSOR (clear monofilament line may be used to tie decorations; NO TAPE, PUSH PINS or THUMB TACKS may be used!!). Content and locations are subject to the approval of the LESSOR. Confetti/silly string may NOT be used. Birdseed may NOT be thrown. Use of sparklers or any kind of smoke or machine effects are prohibited. NO decorations or candles can be placed in the windows.**
3. **NO OPEN FLAMES MAY BE USED IN THE FACILITY. All candles must be contained within hurricane globes/glass covers.**
4. **Exterior decorations are allowed and must be planned with the LESSOR.**
5. **Use of helium-filled balloons must be approved and reviewed by the LESSOR.**
6. **Trash cans in the Messinger Room will be left out for use by guests. All trash removal is the responsibility of the LESSEE before vacating the premises. Trash must be bagged (double or triple bagged if necessary to prevent leakage while being transported across carpet & elevator: carts are provided) and tied and carried outside.**
7. **LESSOR does not provide staff for assisting LESSEE in bringing in personal items and/or rented equipment. LESSEE must provide your own tape, scissors, drop cords etc...**
8. **The warming ovens, refrigerator, icemaker, and commercial microwave may be used. The coffeemaker may also be requested (carafes and filters provided). All supplies within the kitchen cabinets are for Museum use only.**
9. **The kitchens must be cleaned following the event and before vacating the premises, and must be inspected by the Museum staff before you leave. All items must be removed from the ovens, refrigerator, cooler and freezer. All counter tops and appliances must be wiped down. Any food left in the cooler will be taken to the soup kitchen the following day.**
10. **Cleaning supplies for the kitchens may be found in the janitor's closet through the rear of the Men's Restroom.**
11. **Museum cases in rear lobby may not be covered.**
12. **The piano may be used by adults only. Staff will unlock it for you.**
13. **No smoking is permitted anywhere inside the building, including the second floor exterior balcony. Guests may smoke outside on the front porch or outside the rear of the building in the garden**
14. **No animals of any kind are allowed in the Museum, except for those trained to assist disabled persons.**
15. **Activities involving minors must have ongoing, on-site supervision by an adult.**
16. **The Rowan Museum assumes no responsibility, legally or financially, for any personal property brought into the facility, or for any injuries to LESSEE, guests or agents hired by the LESSEE.**
17. **LESSEE agrees to abide by all pertinent local, state, and federal laws and ordinances.**

18. Arrangement for and costs of security officers will be the responsibility of the LESSEE. Officers must arrive at a minimum of fifteen minutes before event begins, with the exception of a wedding ceremony when officers must arrive at a minimum of thirty minutes before ceremony begins. Security officers are to be engaged for events as follows:
- Events with less than 100 guests: one officer.
  - Events with attendance of 100 or more people: minimum of two officers. (Officer's guidelines will be provided by the LESSOR).
  - Events with alcohol must have two officers, regardless of the number of guests attending.
19. Parking is available on the street, and at the public lot (half block away) on the corner of East Council Street and North Lee Street. Use of any private lot must be contracted by the LESSEE.

**EVENT CANCELLATION** may occur only upon written notice to the Rowan Museum once the contract has been signed and deposit received. If event is cancelled by the LESSEE up to 60 days prior to event, deposit will be refunded in full. After 60 days, the deposit is forfeited.

20. The Rowan Museum may terminate a reservation if it determines one or more of the following:
- The space is not usable due to circumstances beyond the control of the Rowan Museum, such as damage to the facility.
  - The user cannot or will not meet one or more of the obligations of facility use, as defined in these policies and/or rental contract and/or the rental agreement between the LESSEE and the Rowan Museum.
  - In consultation with the Board of Directors of the Rowan Museum, the Executive Director determines that the event or use is, or will be, obviously in violation of laws or ordinances; or is likely to cause severe damage to the facility or injury to individuals.
21. A **HOLD OF DATE** may be placed on the calendar at the discretion of the LESSOR. A **HOLD** guarantees that the Messinger Room will not be rented until the party has been contacted and given the option for contracting the date being held. Ordinarily, one week will be considered a reasonable duration for a **HOLD**. When a date is requested by a second party, and a concentrated and reasonable effort is made to contact the party enjoying the **HOLD** without success, the **HOLD** agreement will be terminated.