



**Heritage Square Museum**  
**7147 Ontario Center Rd, PO Box 462, Ontario NY 14519**

## **Policy for Use of Facility at Heritage Square Museum**

**(Alcohol is allowed only with a signed Alcohol Use Permit, requested separately)**

Heritage Square Museum permits rental of the Hojack Train-Station and the Crombe Exhibit Barn/Pavilion to individuals and organizations who complete an application which will be sent to you separately from this policy, agreeing to adhere to all rules set forth in this policy. Individuals and/or organizations wishing rental space do not have to be affiliated with the Museum. The Museum does reserve the right to decline any application for rental with or without cause. Such refusals are final.

The applicant seeking rental facilities at Heritage Square Museum agrees to assume full financial liability and responsibility for any damage or loss of objects/property at the Museum. The applicant is responsible for any accident, injury or loss/damage of objects/property incurred by the applicant and/or applicant's guests during or as a result of the rental of the facility, including legal fees should they become necessary.

By signing of the rental agreement, the applicant does hereby indemnify and hold harmless the Ontario Historical and Landmark Preservation Society (Heritage Square Museum) its officers, staff, directors, volunteers from suit, action, damages, liability and expense in connection with personal injury, death, property damage, loss or theft resulting from the use of the Museum facilities.

The applicant also shall accept full responsibility and liability for any personal injury or property loss and/or damage to anyone including third parties arising from or in connection with the applicant's rental event.

### **SUPERVISION**

At the discretion of Heritage Square Museum, it may be required that a staff person be present during the rental of the facility.

Additional staff persons may be required for events over 75 people.

Children 12 years and under are expected to be supervised at all times by the applicant and/or applicant's guests. This is a Museum facility is not a playground.

## **ALCOHOL POLICY**

Alcohol will be allowed with approval via a separate permit.

## **SMOKING AND DRUG POLICY**

There is no smoking or use of drugs allowed **anywhere** on the property.

## **PARKING**

The Museum has parking available on the premises in front of the Crombe Exhibit Barn and behind the Hojack Train Station in the grass.

## **MAXIMUM OCCUPANCY**

Hojack Train Station: 60

Crombe Exhibit Barn: 70

## **FEES**

\$150 members / \$200 non-members

Hojack Train Station with two restrooms

Crombe Exhibit Barn / Pavilion with 1 restroom and kitchen

## **SECURITY DEPOSIT**

A security deposit of \$50 payable to Heritage Square Museum is required with submission of the application (an additional \$25 may be required for groups over 75 people). Pending review of the site after the event, the deposit will be refunded if no damage has been incurred.

## **TOURS OF BUILDINGS**

Tours are conducted by Museum staff at the regular tour rate per person and must be reserved and paid for in advance, if staff is available.

## **RULES OF CONDUCT**

Touching, climbing or handling of any Museum artifact or item is prohibited. Trespassing beyond any Museum barrier is prohibited.

The applicant is responsible for the actions of guests, vendors, and/or organizations. The applicant will be held responsible for any damage or excessive cleaning caused by guests.

Any and all fees levied due to damage or excessive cleaning will be determined solely by the Museum staff.

The applicant shall be responsible for notifying all guests of the rules of conduct.

**OTHER**

Rental of the Museum facilities will not take precedence over scheduled Museum functions.

The Museum is not responsible for any equipment delivered to or picked up from the Museum for the event. All equipment must be removed from the Museum immediately following the event within the scheduled rental hours, unless other arrangements have been made in advance.

The Museum will not be responsible for personal or other items left on the premises after an event.