



Facility and Equipment Use Application

Thank you for your interest in using the African-American Historical and Cultural Museum (AAHCM) facility. The buildings, grounds, and facilities of AAHCM are intended primarily for educational service uses for the Central Valley community.

However, may be made available for use by outside organizations and companies under limited circumstances.

The intent is to provide a service to the community but not to compete with local business establishments. Therefore, AAHCM reserves the right to reject any application for use of AAHCM facilities when the AAHCM administration believes a commercial facility should be patronized.

Your packet should contain the following items:

- Facility/Equipment Use Form
- Facility Use Fee Schedule

Please complete the application form at least fifteen (15) days in advance of the requested date(s). Applications will be considered and approved by the AAHCM Board. Written notification will be provided to all applicants once a completed application has been filed and processed. Please note that AAHCM programs receive first priority in all facility use situations.

Please read Regulations Governing the Use of AAHCM Facilities/Equipment on the back of the application carefully; complete all requested information; and sign the bottom section of the application form before submitting it for processing.

If you have questions regarding the facility use process, please contact the AAHCM at (559) 544-1857 or aahcmsjv@gmail.com. Again, thank you for your interest in the AAHCM facility. We look forward to working with you.



2016 AAHCM Facility Use Fee Schedule

Set-up	\$25.00-\$50.00/hr.
Decorations	\$50.00/hr.
Event Supervisor	\$100.00/hr.
Technical Staff	\$100.00/hr.
Custodial	\$50.00/hr.
CLEAN UP DEPOSIT**	\$100 (for park)
CLEAN UP DEPOSIT**	\$50.00 (for inside events with food)
CLEAN UP FEE	\$25.00 (for general meetings/set-up)

** The clean-up deposit is required

*Non-refundable if food and/or vendors are used

CATEGORY I No Charge Use	CATEGORY II Cost Reimbursement Use	CATEGORY III Non-Profit Community Group Fee	CATEGORY IV Use Fee
Groups affiliated with AAHCM. During normal business hours and/or no additional costs are incurred.	Groups affiliated with AAHCM and/or members. Beyond normal business hours and/or additional costs are incurred by.	Non-profit community/charitable group, non-members.	Admission is charged for event. Non-educational related activities of a commercial, entertainment, recreational, political, or religious services nature

AUXILIARY FEES

(per 90 min. per room/gallery)

ROOM (CAPACITY)	CATEGORY I & II BASE FEE	CATEGORY III BASE FEE	CATEGORY IV BASE FEE
Main Gallery (80)	\$100.00	\$120.00	\$150.00
Meeting Room (12)	\$50.00	\$70.00	\$100.00
Trophy Room (50)	\$75.00	\$100	\$125.00
Children's Room (20)	\$25.00	\$35.00	\$45.00
Museum Park (150)	\$150.00	\$200.00	\$250.00

1 Fees may be adjusted if services are provided that offset AAHCM costs, as determined by Executive Director or Board President.

2 Additional room fee for use of meeting room.



Promotional Services

The African American Historical & Cultural Museum offers a unique variety of promotional services to assist in providing an extraordinary event or occasion.

In-House Graphic Designer

Flyers	\$25.00
Postcard Design	\$35.00
Printing	\$10.00
Postcard Postage	\$50.00

Red Carpet Treatment

(2hrs.)

\$250.00

Includes:

Hosts

One Camera

Red Carpet

Stanchions

Video of Event

(1.5 hrs.)

\$125.00

Includes:

One Camera

DVD Copy

Youtube Copy



Renter Term and Agreement

1. The hourly rate includes set-up and clean-up times. All rentals are based on one-hour increments only.
2. **Please note:** for events inside the facility during the summer, fees are 35% more due to energy cost.
3. Renters must submit a \$50 cleaning deposit with their rental amount for events that involve food, arts & crafts and festivities (general meetings are omitted.)
4. For general meetings, renters must submit a \$25.00 set-up fee with their rental amount.
5. **See Facility Use Schedule for information on services and prices.**
6. For questions regarding your rental for your event, please contact our office: **559-544-1857.**
7. All catering and food activities must remain upstairs in the auditorium at all times.
8. Renters are responsible for any extra equipment, tables or sound systems outside of the museum's available properties; for a fee, we can rent necessary equipment when notified.
9. Renters are responsible for making restitution for damaged or destroyed Museum property during the event.
10. When renting inside the facility during off-office hours, renters are responsible for locking all doors and turning on the alarm system; open doors or off alarms that cause the facility to be damaged or items stolen, renter agrees to take full responsibility for those losses in such an occurrence.
11. If provided keys to the facility, renters are responsible for lost keys are subjected to paying for a locksmith to re-key the building.
12. Special negotiated weekly rental rate for non-profit Museum non/member(s): \$_____/month for use of the _____ room every _____ from _____ AM/PM to _____ AM/PM starting on: _____ until _____.
_____ Food rental _____ Non-food rental Requ. Deposit: \$_____

(NOTE: full amount due before the start of the rental. Contracts can be renewed every six months after review.)

13. In case of an on-premise emergency during your event, please call #911, then call one of the following Museum Officers: Board of Dir. Pres. Julia Dudley Najieb 559-242-6788.

Total: _____ **Total Paid:** \$ _____ **Date:** _____

Please make all checks or money orders payable to: "AAHCM"

In the event the check bounces, there will be an additional \$40 fee.

For AAHCM OFFICE USE ONLY: AUTHORIZED BY: _____ DATE: _____



Organization/Business: _____ Date: _____

Organization/Business address: _____

Organization/Business contact #: _____ FAX: _____

Contact person: _____ Contact # _____

Email: _____ Website: _____

Event: _____ Event Date: _____

Expected attendance: _____ Hours: _____ (include set-up & break down.)

Event set-up time: _____ Event Start time: _____ Event End Time: _____

I have carefully read and fully understand and agree to the terms and conditions of this contract agreement.

Print Name: _____

Signature: _____ **Date:** _____

Museum signature: _____ **Date:** _____

Special or Specific Requests: