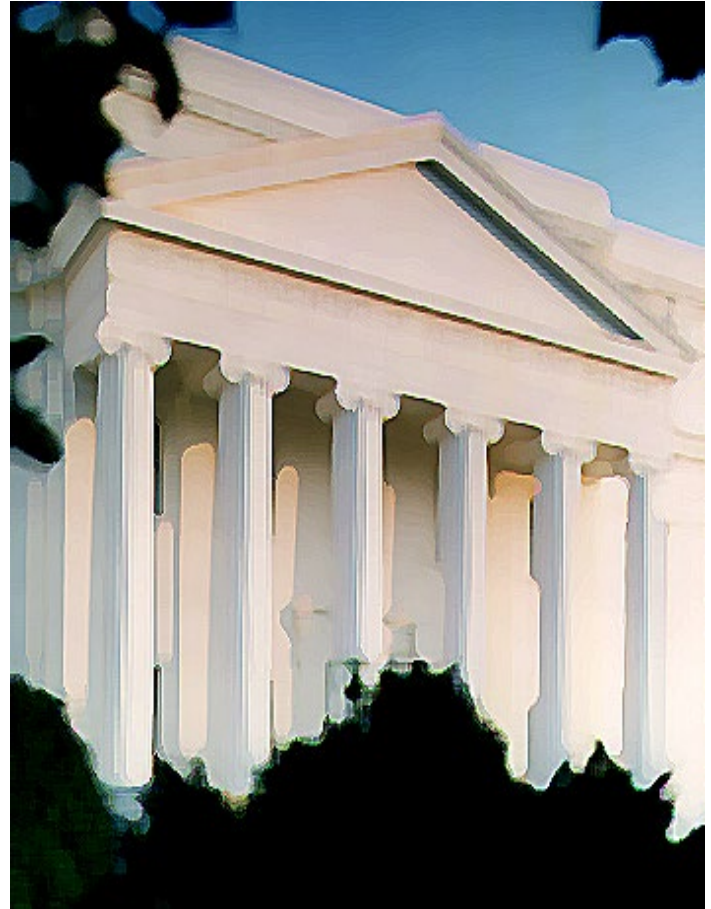




## Section 1. Introduction

In 1901, Alabama created the first state department of archives and history in the United States. Collections in the Alabama Department of Archives and History (ADAH) and Museum of Alabama include the documents and artifacts that tell the story of the people of Alabama.

Professional organizations, state agencies, and civic groups may use ADAH facilities for board meetings, workshops, training sessions, and seminars when these areas are not being used for department-related purposes. Events at the Archives must be consistent with the institution's historical charter. Events that interfere with public access or use of research facilities, museum galleries, or other department activities are not allowed. ADAH facilities are not available for private social functions such as weddings, engagement parties, anniversaries, birthdays, or other private parties. Rooms provide a functional venue for seated groups as small as 8 and as large as 150. In most instances, use of ADAH facilities requires payment of fees.



Metered on-street parking is available around the Archives building on Washington Avenue, Bainbridge Street, and Adams Avenue. Free limited off-street parking is also available in the Archives parking lot across from the south entrance of the building off Adams Avenue. Lodging and restaurants are available a short distance from the building. The Archives is compliant with ADA regulations.

ADAH facilities are available for special events Monday through Friday, and Saturday from 8:30 a.m. to 4:30 p.m., excluding state holidays. Event bookings outside normal business hours are contingent on staff availability and require additional fees. An ADAH Facilities Use Agreement (See Section 8) must be signed and returned confirming any event reservation at least ten (10) business days prior to the event.

Organizations using ADAH facilities shall indemnify and hold harmless the State of Alabama, its departments, agents, and employees, from and against all suits, damages, claims, or other liabilities due to personal injury or death, damage to or loss of property to the state

or to others, or for any other injury or damage arising out of or resulting from the use of the ADAH facilities.

For more information concerning Archives facility use and fees, contact the ADAH Security and Facilities Manager at (334) 353-4719.

**Section 2. Business Hour Events** (Monday - Friday, 8:30 a.m. - 4:30 p.m., excluding state holidays)

### **Types of Events and Booking Policy**

Professional organizations, state agencies, and civic groups may use ADAH facilities for board meetings, workshops, training sessions, and seminars when these areas are not being used for department-related purposes. Events at the ADAH must be consistent with the institution's historical charter. Events that interfere with public access or use of research facilities, museum galleries, or other department activities are not allowed. **ADAH facilities are not available for private social functions such as weddings, engagement parties, anniversaries, birthdays, or other private parties.** Section 7 provides further guidance on procedures requesting the use of any space at the ADAH. In addition, all facility use must meet the requirements of the State of Alabama Department of Finance Building Use Policy (11/03/06).

### **Available Rooms and Fees**

The Joseph M. Farley Auditorium, Milo B. Howard Auditorium, Regions Room, and Jones Room are available for use during normal business hours. Generally, use of these areas requires payment of a fee. See **Section 6** for details on room sizes, capacities, amenities, and restrictions. See **Section 9** for an overview of facility use fees.

### **Audio-Visual Support**

ADAH audiovisual equipment is available for events in the Joseph M. Farley Auditorium, Milo B. Howard Auditorium, Regions Room, and Jones Room. The ADAH Audio Visual staff is responsible for audio-visual equipment and support. There is an additional fee associated with equipment use, which includes compensation for staff time to set up and/or operate the equipment. See **Section 5** for specifics.

### **Equipment Setups and Maintenance**

Setup for events must be coordinated through the ADAH Security and Facilities Manager to ensure minimal interference with daily operations. If event equipment (tables and chairs) is provided by the ADAH, staff will setup and take down equipment as part of the rental agreement and fee. Cleanup and maintenance of ADAH equipment provided for events is the responsibility of ADAH facilities staff.

If event equipment is provided by an outside rental service, setup and breakdown of equipment is the responsibility of the client. The clients must provide their own serving personnel for catered events. Clients should plan events so equipment setups begin no earlier than 3:00 p.m. the day of the event and setups should be broken down as soon as the event is finished.

The ADAH has limited storage space for client equipment. All rental equipment and any catering equipment must be removed from the Archives no later than 8:30 a.m. the following workday.

### **Catering and Alcohol Use**

Events with food and beverages are allowed in the auditoriums and third-floor meeting rooms during normal business hours. Food and drinks are not permitted in the Museum Galleries or the Research Room. Alcoholic beverages may not be consumed on ADAH premises during normal business hours. See **Section 5** for specific requirements. These requirements apply to both professional caterers and clients who bring in their own food and drinks.

**Section 3. After-Hour Events** (Contingent on staff availability, weekday evenings 5:30 p.m. – 8:00 p.m. and Saturday 8:30 a.m. – 4:30 p.m., excluding state holidays)

### **Types of Events and Booking Policy**

Professional organizations, state agencies, and civic groups may use ADAH facilities for special events outside of normal business hours. Events at the ADAH must be consistent with the institution's historical charter. **ADAH facilities are not available for private social functions such as weddings, engagement parties, anniversaries, birthdays, or other private parties.** **Section 7** provides further guidance on procedures requesting the use of any space at the ADAH. In addition, all facility use must meet the requirements of the State of Alabama Department of Finance Building Use Policy (11/03/06).

### **Available Rooms and Fees**

The first and second floor lobbies and the Milo B. Howard Auditorium are available for evening receptions **contingent on staff availability and require additional fees.** The E. E. Hale Room is also available for small receptions. See **Section 6** for details on room sizes, capacities, amenities, and restrictions. See **Section 9** for an overview of facility use fees.

### **Audio-Visual Support**

ADAH audiovisual equipment is available for events in the Joseph M. Farley Auditorium and Milo B. Howard Auditorium. The ADAH Audio Visual staff is responsible for audio-visual equipment and support. There is an additional fee associated with equipment use, which includes compensation for staff time to set up and/or operate the equipment. See **Section 5** for specifics.

### **Equipment Setups and Maintenance**

Setup for events must be coordinated through the ADAH Security and Facilities Manager to ensure minimal interference with daily operations. If event equipment (tables and chairs) is provided by the ADAH, staff will setup and take down equipment as part of the rental agreement and fee. Cleanup and maintenance of ADAH equipment provided for events is the responsibility of ADAH facilities staff.

If event equipment is provided by an outside rental service, setup and breakdown of equipment is the responsibility of the client. The clients must provide their own serving personnel for catered

events. Clients should plan events so equipment setups begin no earlier than 3:00 p.m. the day of the event and setups should be broken down as soon as the event is finished.

The Alabama Department of Archives and History has limited storage space for client equipment. All rental equipment and any catering equipment must be removed from the Archives no later than 8:30 a.m. the following workday.

### **Catering and Alcohol Use**

After-hours catered events are normally held in the first-floor lobby and Milo B. Howard Auditorium. Small-group events (fewer than 15) can be held in the E. E. Hale Room. Food and drinks are not permitted in the Museum Galleries or Research Room. The serving of alcoholic beverages is the responsibility of the client, who must accept all liability associated with the serving and consumption of alcoholic beverages on the premises. See **Section 5** for specific requirements. Requirements apply to both professional caterers and clients who bring in their own food and drinks.

**Section 4. Front Lawn Events** (Monday - Saturday from 8:30 a.m. - 4:30 p.m., excluding state holidays)

### **Types of Events and Booking Policy**

Professional organizations, state agencies, and civic groups may use the front lawn of the ADAH consistent with the institution's historical charter. **ADAH facilities are not available for private social functions such as weddings, engagement parties, anniversaries, birthdays, or other private parties.** **Section 7** provides further guidance on procedures requesting the use of any space at the ADAH. In addition, all facility use must meet the requirements of the State of Alabama Department of Finance Building Use Policy (11/03/06).

### **Available Areas and Fees**

The north (Washington Ave.) Archives grounds can be used by small and large groups. **The front terrace is not available for event use.** During business hours, events must not interfere with the daily operations of the archives and museum. Events and activities which may damage trees, landscaping, or the irrigation system are not allowed. Heavy trucks and equipment which may damage landscaping and the irrigation system are not allowed on the lawn. When using tents, water barrels or sandbags must be used to secure tents. The use of tent stakes is prohibited. Temporary toilet and hand-washing stations are set-up at the corner of Washington and Bainbridge Avenues. There are no fees associated for use of the front lawn for an event.

### **Audio-Visual Support**

The ADAH does not provide equipment for use outside the building.

### **Equipment Setups and Maintenance**

All event setups outside the ADAH must be coordinated through the ADAH Security and Facilities Manager. The ADAH does not provide equipment for use outside the building. Setup and removal of rental equipment are the responsibility of the client. The ADAH is *not* responsible for maintenance and clean-up of outside events. Clients must remove equipment and clean grounds immediately after the event.

### **Catering and Alcohol Use**

The client is responsible for catered events outside the ADAH building. The serving of alcohol on ADAH grounds is prohibited.

### **Section 5. Policy Details**

**The following is a list of conditions for use of the Alabama Department of Archives and History (ADAH) facilities by outside clients.**

#### **Alcohol**

Alcoholic beverages may not be consumed on the ADAH premises during business hours. Serving alcoholic beverages during after-hours events is the responsibility of the client, and the client accepts all liability associated with and related to consumption of alcoholic beverages on the premises. **Alcoholic beverages for after-hour events are not allowed inside the building until 4:45 p.m.** Alcoholic beverages may not be sold on the property, and alcohol may not be served to minors or intoxicated persons.

#### **Audiovisual Equipment**

Audiovisual resources generally are available for client use for an additional fee. This service includes support by ADAH staff. Audiovisual requirements must be discussed with the ADAH Security and Facilities Manager as part of the reservation process and equipment reservations will be confirmed in the **ADAH Facilities Use Agreement**. The Archives will make every effort to provide equipment to the client, but requirements of the department take priority. Clients may use their own equipment in meeting rooms other than the Joseph M. Farley Auditorium, although the ADAH Audio Visual staff must configure the client equipment to the ADAH network if Internet access is needed. The ADAH is not responsible for set-up, maintenance, or overnight security of client-owned equipment.

#### **Cancellations**

Client cancellations must be submitted no later than five (5) days prior to the event. The ADAH reserves the right to cancel any event in instances of unforeseeable circumstances such as inclement weather, building damage, fire, or any other incident beyond the control of the ADAH. Additionally, failure of clients to comply with any of ADAH guidelines stated herein, or a change in an already agreed-upon event which could affect the ADAH in a negative manner, could result in cancellation of the event.

#### **Catering Requirements**

Catered events are normally limited to meeting rooms, auditoriums, and the first-floor lobby. Food or drinks are not permitted in the Museum Galleries or Research Room. All details of catering requirements must be coordinated with the ADAH Security and Facilities Manager as part of the reservation process. The ADAH does not provide catering services and has no preference for caterers used at our facility. **The ADAH catering facilities are limited, and cooking is not allowed inside the building.**

Event setups and delivery of catered items must be coordinated with the ADAH Security and Facilities Manager. Setup for evening events may begin after 3:00 p.m. the day of the event and must not disrupt normal ADAH business. After delivery, caterers must move vehicles to on-street parking or the ADAH parking lot. Catering support equipment must be removed from ADAH facilities immediately following the event, or no later than 8:30 a.m. the following workday. No food or drink may be left overnight in the ADAH building.

Some types of food, beverages, and decorations are not allowed in order to protect building materials and finishes.

**-Candles or open flames are prohibited at all events.**

-Plastic beverage containers are preferred.

The following food and beverage items are not allowed in **carpeted areas** (Auditorium, Meeting Rooms, and Board Room).

-Red colored drinks, dark-colored juices, or baked goods with red dye

-Items with powdered sugar or other powdered coatings

-Finely grated cheese or loose/crumby cheese

-Soft, oily baked goods that crumble easily

-Oily, dripping sauces

The following food and beverage items are not allowed in **marble floor** areas (Lobby and Halls)

-Red or dark-colored juices

-Acidic beverages or foods such as lemonade, other acidic juices, or pickles

### **Confirmation**

An event will not be considered confirmed until an **ADAH Facilities Use Agreement** (See **Section 8**) is signed and returned at least ten (10) business days prior to the event.

### **Events**

ADAH facilities may be reserved for client use when department-related events are not scheduled. First priority for use of ADAH facilities is for ADAH-sponsored or co-sponsored events. The second priority is for events sponsored by other state agencies or activities relating to state government or those that complement the mission of ADAH. All building use must meet the requirements of the State of Alabama Department of Finance Building Use Policy (11/03/06).

**ADAH facilities are not available for private social functions such as weddings, engagement parties, anniversaries, birthdays, or other private parties.** Events that interfere with public access or use of research facilities, museum galleries, or other department activities are not allowed. **Generally business hour events should not start before 8:30 a.m. and must end by 4:00 p.m.; evening events should not start before 5:00 p.m. and should end by 8:00 p.m.** Admission fees may not be charged for events at the ADAH and solicitation is prohibited.

### **Equipment Setups and Maintenance**

Setup for events must be coordinated through the ADAH Security and Facilities Manager to ensure minimal interference with daily operations. If event equipment (tables and chairs) is provided by the ADAH, staff will setup and take down equipment as part of the rental agreement and fees. Cleanup and maintenance of ADAH equipment provided for events is the responsibility of ADAH facilities staff.

If event equipment is provided by an outside rental service, setup and breakdown of equipment is the responsibility of the client. The clients must provide their own serving personnel for catered events. Clients should plan events so equipment setups begin no earlier than 3:00 p.m. the day of the event and setups should be broken down as soon as the event is finished.

The Alabama Department of Archives and History has limited storage space for client equipment. All rental equipment and any catering equipment must be removed from the Archives no later than 8:30 a.m. the following workday.

The client is responsible for equipment, setups, removal, and cleanup for events on the ADAH front lawn. ADAH is not responsible for ground maintenance for outside events.

### **Fire Concerns**

Clients and their guests must comply with state and local fire codes. Smoking or any open flames (candles, etc.) are strictly prohibited.

### **Fees**

Fee schedules are broken down into two fee categories depending on the status of the client: private/corporate groups and 501-C-3 non-profit groups. Proof of 501-C-3 status must be provided. Additional fees are required for equipment use and for events held outside of normal business hours. Other equipment or services, including security, are the responsibility of the client. The client is also responsible for any replacement costs or repairs involving damage or loss to ADAH equipment or building. See attached **Section 9** for amenities and rental costs.

### **Floral Arrangements, Decorations, Lighting**

Purchase of flower arrangements and decorations (including signs and banners) is the responsibility of the client; however, dimensions and placement must be approved by ADAH staff. Placement of floral arrangements must not endanger the historical collections and foliage must be free of pests prior to entering the building. Museum lighting must not be disturbed, and no artwork may be moved. Any outside supplemental lighting must be approved by the ADAH Security and Facilities Manager, and all local electrical codes must be met. No flowers or other decorations may be affixed to walls, columns, handrails, doors, ceilings, floors, or furniture inside or outside the facility.

### **Hold Harmless Release**

Organizations using ADAH facilities shall indemnify and hold harmless the State of Alabama, its departments, agents, and employees, from and against all suits, damages, claims, or other liabilities due to personal injury or death, damage to or loss of property to the state or to others, or for any other injury or damage arising out of or resulting from the use of the

ADAH facilities.

### **Noise Restrictions**

No musical performance, presentation, or assembly involving amplified devices (except those sponsored /co-sponsored by the ADAH), may be held inside the lobby or near the building entrances during business hours. Live and recorded entertainment is permitted at special events **after-hours**, as long as the volume is at a reasonable level. The ADAH reserves the right to request alteration of excessive sound levels.

### **Parking**

Metered on-street parking is available around the Archives building on Washington Avenue, Bainbridge Street, and Adams Avenue. Free limited off-street parking is also available in the Archives parking lot across from the rear (south) entrance of the building off Adams Avenue. Please note the south entrance bears the inscription *ALABAMA WORLD WAR MEMORIAL* above the doors. Lodging and restaurants are available a short distance from the building. The Archives is compliant with ADA regulations.

### **Payment**

Clients will be billed prior to the function for any event fees. **Payment is due the day of the event.** Fees are payable to the **Alabama Department of Archives and History, 624 Washington Ave. Montgomery, Alabama 36130-0100.** All fees collected are deposited in and expended from the Archival Services Fund as provided under Chapter 41-6-76, *Code of Alabama*, 1975.

### **Pets**

Animals, except for service animals, are not permitted in the Alabama Department of Archives and History.

### **Photography**

Photography is encouraged inside the ADAH; however, the use of the cameras' flash is discouraged.

### **Publicity and Invitations**

All publicity, invitations, or announcements must reflect the venue name: The Alabama Department of Archives and History.

### **Reservation Procedures**

Please call or email the ADAH Security and Facilities Manager's Office at (334) 353-4719 to request the use of ADAH facilities. The ADAH Security and Facilities Manager will coordinate details and confirm availability and fees. The ADAH Facilities Use Agreement and invoice will be sent to the client after the facility use is approved. An event will not be considered confirmed until an **ADAH Facilities Use Agreement** (See **Section 8**) is signed and returned at least ten (10) business days prior to the event. Reservations may be made up to six months in advance.

## **Security**

Security (and charges for these services) for after-hours events is the responsibility of the client, though all security must be coordinated with the ADAH Security and Facilities Manager.

The client is responsible for the conduct of guests while on the premises. The client and guests shall conform to, comply with, and abide by the laws of the United States and the State of Alabama, the rules and regulations of all State and Federal Boards and Bureaus, the ordinances of the City of Montgomery, and the codes and regulations of the Fire Department, Board of Health, and the Alabama Department of Archives and History. Violation of any of these codes could result in immediate contact of the appropriate enforcement authorities and/or cancellation of the event.

Damaging, disturbing, or defacing any ADAH property, including but not limited to, monuments, markers, statues, flags, or trees is punishable by law. Clients and any other responsible party may be held liable for cleanup, restoration, or replacement cost.

Although the facility is secure after hours, the ADAH cannot guarantee, or be responsible for, security of equipment left overnight by clients. The ADAH assumes no responsibility for guests' automobiles or personal property whether remaining in the automobile or checked/left in the ADAH building. Clients assume all responsibility for any goods or materials which they may place in the Archives before, during, or after any event.

## **Smoking**

The Alabama Department of Archives and History is a smoke-free and tobacco-free facility.

## **Signs and Banners**

In special instances, banners may be displayed outside the ADAH building, but the ADAH must approve ALL banners and signs during the initial event planning. Outside banners must be hung by a professional sign company. No signs, decorations, or displays may be affixed to walls, columns, handrails, doors, ceilings, floors, or furniture inside or outside the facility. Easels are available to display event signs. Dry eraser boards are available in some meeting rooms. Flipcharts and stands are the responsibility of the client.

## **Tours and Museum**

Tours of the Alabama Department of Archives and History are contingent on availability of staff and the day's events and must be requested in advance as part of the event reservation process. During free time, meeting attendees are welcome to visit the Museum Galleries or the Archives Research Room. Information on visiting the Archives can be obtained at the Research Room registration desk or by visiting our web site: [archives.alabama.gov](http://archives.alabama.gov).

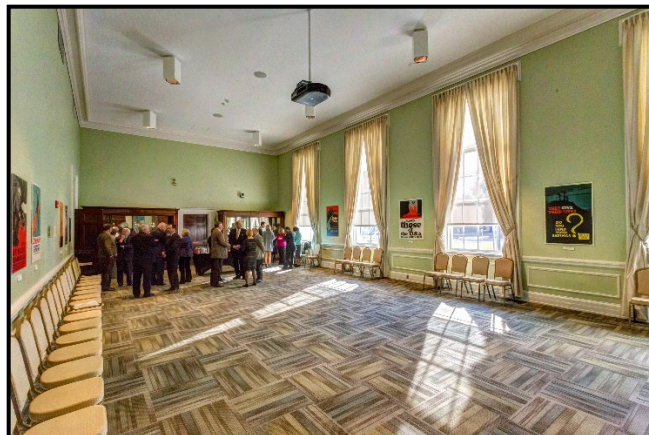
## Section 6. Available Facilities and Equipment

### Milo B. Howard Auditorium

<b>Location:</b>	First Floor
<b>Square Footage:</b>	1,430 sq. ft.
<b>Event Setup Styles:</b>	Multiple - Classroom, Conference, Theater, Reception or Seated Dinners
<b>Maximum Capacity:</b>	54 (Classroom), 24 (Conference), 110 (Theater) or 80 – 100 (Seated Dinner or standing reception)

#### **Equipment:**

- Podium
- Projection system and microphone
- Three ceiling-mounted speakers for audio projection
- Projection screen
- Choice of three-room setups for meetings (**see below**)
- Wireless Internet connection
- Requires ADAH staff to operate equipment



**NOTE:** Other banquet amenities – table clothes, services, etc. are the responsibility of the client.

### **Joseph M. Farley Auditorium**

**Location:** First Floor - Bridges Wing

**Square Footage:** 1,750 sq. ft.

**Event Setup Styles:** Theater only

**Stage Dimensions:** 5 feet x 17 feet

**Maximum Capacity:** 115



#### **Audio Visual Equipment:**

- Podium with touch-panel audio-visual system
- Auditorium speaker system
- Comfortable (fixed) seating with fold-up writing table attached
- Projection screen
- Wireless microphone system available
- Omni Lavalier microphone system available
- Handheld audience portable microphone system available
- Projector with DVD, VHS and computer data projection capability
- Internet connection
- Requires ADAH staff to operate equipment

### **E. E. Hale Room**

**Location:** First Floor, Bridges Wing - off Oclo S. Malone Lobby

**Square Footage:** 680 sq. ft.

**Event Setup Styles:** Reception Room

**Maximum Capacity:** 18 Chairs in a Social Setting

**Restrictions:** Not available for special events during business hours.



### **Regions Board Room**

**Location:** Third Floor, Main Building

**Square Footage:** 728 sq. ft.

**Event Setup Styles:** Board Room

**Maximum Capacity:** Multiple table seating for 16 persons

**Amenities:** Internet connection

**Restrictions:** Not available after hours.



### **Judge Walter B. Jones Room**

**Location:** Third Floor, Main Building

**Square Footage:** 728 sq. ft.

**Event Setup Styles:** Classroom

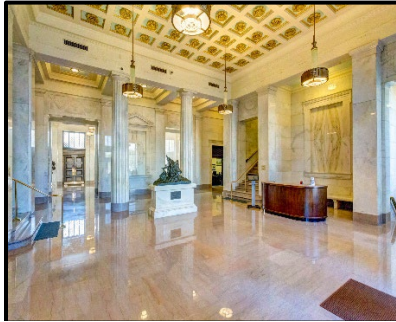
**Maximum Capacity:** Multiple classroom-type table seating (8 tables & 32 chairs)

**Amenities:** Internet connection

**Restrictions:** Not available after hours.



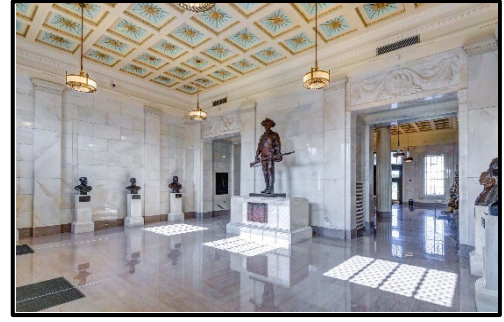
## Main Lobby Reception Areas



North Lobby



West Hallway



South Lobby

**Location:** First Floor, Main Building  
**Square Footage:** 1,179 sq. ft. North Main Lobby  
972 sq. ft. South Main Lobby  
432 sq. ft. West Hall Lobby Area

**Event Setup Styles:** Standing reception or seated banquet (Multiple configurations)

### **Maximum Capacity:**

**Receptions:** 300 Persons - North Main Lobby; South Main Lobby and West Main Lobby (standing)

**Banquet:** 120 persons - 1<sup>st</sup> Floor Lobby (15 tables, eight persons **seated** at each table)

### **Amenities:**

- Five narrow serving tables (72" X 18")
- Fifteen large tables (72" X 30")
- Twelve 5ft. round tables

**NOTE:** Other banquet amenities – table clothes, services, etc. are the responsibility of the client.

## Section 7. Client Checklist for Facilities Reservation and Use

### Before the Event

#### Before Reserving Facilities

- \_\_\_ Contact ADAH (334-353-4719). The ADAH Facility Manager will return your call to discuss your facility needs. Please have the following information available:
  - \_\_\_ Type of event
  - \_\_\_ Date and time of event
  - \_\_\_ Projected number of participants
  - \_\_\_ Room style/setup
  - \_\_\_ Audio visual requirements
  - \_\_\_ Food/Beverage proposal
  - \_\_\_ Additional tables/chairs required inside or outside the room (registration, coffee)
  - \_\_\_ Primary and alternate contact person with telephone numbers
  - \_\_\_ If tour and/or Archives orientation is needed
  - \_\_\_ If Archives staff member is to speak to the group
  - \_\_\_ Verify special custodial costs for weekend/holiday events
- \_\_\_ Meet with the Security and Facilities Manager before reservations are finalized to ensure that the facility meets your needs.
- \_\_\_ Sign and submit the Facilities Use Agreement (see **Section 8**) at least ten (10) business days prior to the event.

#### After Reserving Facilities

- \_\_\_ Meet with the Security and Facilities Manager for orientation on ADAH equipment and kitchen facilities
- \_\_\_ Assign someone (either the event manager or the caterer) to maintain the facility in an orderly state during the event and to ensure that the facility is left in an orderly state after the event is finished.
- \_\_\_ If using a caterer, arrange for a representative to be at the Archives for delivery and pick-up. We prefer that a member of the catering services meet with the Security and Facilities Manager before the event to outline needs. **Remember, food, soiled dishes, and beverages may not be left in the building overnight.**

#### After the Event

- \_\_\_ Leave all tables and chairs arranged in an orderly state.
- \_\_\_ Remove all leftover food, soiled dishes, and drinks before leaving (no food may be left overnight).
- \_\_\_ Place all trash in trash containers and remove all event materials before leaving. Any event materials left in the building will be discarded.

**Section 8. Facilities Use Agreement**

**Contract No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Alabama Department of Archives and History (Owner) and \_\_\_\_\_  
\_\_\_\_\_ (Client) enter into this Agreement which is based on the Owner’s  
Facility Use Guide Section 5 - Policy Details as published at [archives.alabama.gov](http://archives.alabama.gov).

**Event Details**

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Set-ups:** \_\_\_\_\_

**Status (Check One):**

Private/Corporate (For Profit)       501-C-3 Not-For-Profit       State Agency

**Fee:** \_\_\_\_\_

**Payment is due the day of the event.** Checks should be made payable to “Alabama Department of Archives and History.” It is further agreed that any proposed changes to setup, locations, or times for the event must be communicated to the Owner no less than forty-eight (48) hours prior to the start of the event. In the event of any default, non-performance, or breach of provisions of this agreement by the Owner, the liability of the Client is limited to the return of the fees actually paid to the Owner.

Upon signature of this agreement, adherence to the conditions and regulations outlined in the ADAH Facility Use Guide becomes necessary for the event to occur. Additional conditions shall include:

1. That the activities of the participants in the event will be conducted in such a manner so as not to distract or disturb any other persons using the ADAH, its resources, or services.
2. That ADAH personnel will have access to the event/meeting at any time.
3. That no fund raising, or solicitation will be conducted before, during, or after the event.
4. That the Client will be responsible for payment of any costs for maintenance of the premises and grounds if the Owner determines those areas have not been returned to an orderly state.

5. The Client does hereby agree that reasonable and proper safeguards for the prevention of accidents or injury to persons or property shall be taken and further agrees to comply with all applicable Federal, State and local laws and regulations. The Client further agrees to comply with all reasonable risk management safety, health, and security recommendations made by the ADAH.

6. Organizations using ADAH facilities shall indemnify and hold harmless the State of Alabama, its departments, agents, and employees, from and against all suits, damages, claims, or other liabilities due to personal injury or death, damage to or loss of property to the state or to others, or for any other injury or damage arising out of or resulting from the use of the ADAH facilities.

7. Neither party shall be deemed to be in default of any provision of this Agreement or for failures in performance, resulting from acts or events beyond the reasonable controls of such party. Such acts shall include but not be limited to acts of God, civil or military authority, civil disturbance, terrorist activity or threat, closure or congestion of airports, war, strikes, fires, extreme weather conditions, floods, disasters- natural or otherwise, other catastrophes, or other "force majeure" events beyond the parties' reasonable controls. Provided, however, that this provision shall not preclude the ADAH from cancelling or terminating this Agreement regardless of any "force majeure" event occurring in the event a Client fails to comply with any of the ADAH guidelines stated herein after signing the contract, or a change in an already agreed-upon event which could affect the ADAH in a negative manner.

This Agreement, with attachments and privileges created herein, is nontransferable, can only be modified in writing signed by both parties, and is governed by the laws of the State of Alabama.

**AGREEMENT**

\_\_\_\_\_  
(Client)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip Code)

\_\_\_\_\_  
(Phone)

(s) S. Wheat

Steve Wheat  
Administrative Division Director  
Alabama Dept. of Archives and History  
624 Washington Ave.  
Montgomery, AL 36130-0100  
(334) 353-4719 (334) 353-4359 (fax)

**Section 9. Fee Schedule**

Fees are payable to the Alabama Department of Archives and History (except as identified below). All fees collected by the Department are deposited in and expended from the Archival Services Fund as provided under Chapter 41- 6-76, Code of Alabama 1975.

**Business Hour Events (Monday - Friday, 8:30 a.m. - 4:30 p.m.)**

<b>Facility</b>	<b>Set-up</b>	<b>Business Hours (For-Profit)</b>	<b>Business Hours (NOT For-Profit)</b>
		<b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>	<b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>
<b>Joseph M. Farley Auditorium</b>	Theater	Less than 4 hours = <b>\$450.00</b> Four to eight hours = <b>\$700.00</b>	Less than 4 hours = <b>\$300.00</b> Four to eight hours = <b>\$400.00</b>
<b>Milo B. Howard Auditorium</b>	Classroom / Meeting Room / Theater	Per Day = <b>\$350.00</b>	Per Day = <b>\$225.00</b>
<b>E.E. Hale Room</b>	Reception	Not Available	Not Available
<b>Regions Board Room</b>	Board Meeting	Per Day = <b>\$350.00</b>	Per Day = <b>\$250.00</b>
<b>Judge Walter B. Jones Room</b>	Meeting / Classroom	Per Day = <b>\$300.00</b>	Per Day = <b>\$200.00</b>
<b>Lobbies &amp; Milo B. Howard Auditorium</b>	Reception	Not Available	Not Available
<b>1<sup>st</sup> and 2<sup>nd</sup> Floor Lobbies, Milo B. Howard Auditorium, and access to museum galleries</b>	Reception	Not Available	Not Available

**After-Hour Events (Contingent on staff availability, weekday evenings 5:30 p.m. – 8:00 p.m. and Saturday 8:30 a.m. – 4:30 p.m., excluding state holidays)**

<b>Facility</b>	<b>Set-up</b>	<b>After-Hour (For-Profit)</b> <b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>	<b>After-Hour (NOT For-Profit)</b> <b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>
<b>Joseph M. Farley Auditorium</b>	Theater	Less than 4 hours = <b>\$800.00</b> Four to eight hours = <b>\$1,300.00</b>	Less than 4 hours = <b>\$600.00</b> Four to eight hours = <b>\$800.00</b>
<b>Milo B. Howard Auditorium</b>	Classroom / Meeting Room / Theater	Per Day = <b>\$600.00</b>	Per Day = <b>\$350.00</b>
<b>E.E. Hale Room</b>	Reception	<b>\$1,000.00</b>	<b>\$500.00</b>
<b>Regions Board Room</b>	Board Meeting	Not Available	Not Available
<b>Judge Walter B. Jones Room</b>	Meeting / Classroom	Not Available	Not Available
<b>Lobbies &amp; Milo B. Howard Auditorium</b>	Reception	<b>\$2,100.00</b>	<b>\$1,600.00</b>
<b>1<sup>st</sup> and 2<sup>nd</sup> Floor Lobbies, Milo B. Howard Auditorium, and access to museum galleries</b>	Reception	<b>\$3,000.00</b>	<b>\$2,500.00</b>