

DURAND UNION STATION
Facility Use Policy
Adopted 2015

RESTRICTIONS: The Durand Union Station (DUSI) building and grounds shall not be used for any unlawful purpose. Lessee must agree that it will not practice, advocate or permit discrimination based on race, creed, color, sex, age, disability or national origin. Service animals are the only animals allowed inside the building.

MEMBERSHIP: The Lessee will be provided a complimentary one year membership to DUSI upon execution of a rental contract. (If not already a member)

PRIORITY: Events sponsored by DUSI have scheduling priority and all other events are considered on a case-by-case basis.

RESERVATIONS: All events must be scheduled with the Museum Director/DUSI Representative. Lessee must discuss or submit plans for building use to the Museum Director/DUSI Representative prior to signing rental contract. Events include weddings, rehearsal dinners, receptions, showers, birthday or anniversary parties, luncheons, dinners, and business meetings. Exceptions to the named events are at the discretion of the Museum Director/DUSI Representative, following Board approval.

The reservation is not guaranteed until the signed and dated contract, along with appropriate fees, is received in our office within 10 days of the reservation. Lessee and guests will have access only to areas specified on the contract.

FEES/DAMAGES/DEPOSITS: Current rental fees and security deposits are outlined on the Rental Price List with full payment due 30 days prior to the event. If full payment is not received 30 days prior, event is subject to cancellation with all deposits forfeited. There is a \$25.00 non-refundable fee for all events. DUSI reserves the right to modify rental rates for organizations entering into long-term agreements.

The lessee is liable for all damages, expenses, and thefts or property loss caused by any person who attends, participates in, or provides goods and services connected with the lessee's use of the building and all tangible property. Such costs will be assessed and charged to the lessee and/or deducted from the security deposit. Replacement value may be used by DUSI to determine the damage cost charged.

Deposits will be returned within 20 days of the event if required cleanup was done and no damages were incurred. Additional cleanup fees at \$35.00 per hour or damages will be deducted from the deposit with the difference billed.

CANCELLATION POLICY: All cancellations must be done in writing and approved by both parties. Fifty (%50) of the room fee deposit, and if applicable, the on-site

wedding fee deposit will be refunded in the event of cancellation 30 days prior to the event. Within 30 days of the event deposit is forfeited. DUSI reserves the right to cancel the reservation for circumstances beyond their control returning the full security deposit.

DUSI reserves the right to cancel the reservation immediately, with stated deposit forfeiture; if it is determined the request contained any misrepresentation or failed to observe the Rental Contract contents.

HOURS: Events that will disrupt the DUSI public areas during regular hours of operation (1 to 5 p.m. Tuesday – Thursday and Sunday; 10 to 5 p.m. Friday and Saturday) will be considered on a case-by-case basis. The building is closed on every Monday and all major holidays.

All events must be concluded by 10 p.m. with the building being vacated by 11 p.m. Exceptions may be made with prior Museum Director/DUSI Representative approval.

PRODUCT SALES: Revenue generated by the DUSI Gift Shop supports the programs and mission of the Railroad History Museum Henry Earle Riggs Library and Margaret Zdunic Archives. Therefore, sales of any products including books or magazines, videos or DVD's, CD's or tapes, apparel, and etc. by any group other than the Michigan Railroad History Museum shop are strictly prohibited in the building or on the grounds of DUSI without the approval of the Museum Director/DUSI Representative.

ALCOHOL/GAMBLING: If requesting alcohol at your event, the security deposit will double to \$300.00. Additional one-day Liability insurance with no less than 1 million dollars is required and a copy given to DUSI Director prior to event. With the addition of alcohol present on your event a security official MUST be supplied by Lessee or DUSI may supply security with additional fee.

DUSI GENERAL REGULATIONS:

- **ENTERTAINMENT:** To stay in compliance with Durand City ordinances, entertainment must be approved by Museum Director/DUSI Representative. There are to be no smoke creating machines of any kind.
- **DECORATIONS/SETUP:** Decorations must be approved by the Museum Director/DUSI representative 15 days prior to the event. The Lessee provides and removes their own decorations. Eighteen round tables, ten rectangle tables, and chairs are available with rentals. Set up and removal of tables and chairs after event is the Lessee's responsibility.

Lessees or their service providers may setup 2 hours prior to the event, unless other arrangements have been made with the Museum Director/DUSI Representative.

Items rented from DUSI will be left accessible to lessees and are to be returned to said location upon completion of event.

No tape (including adhesive, masking, duct or packaging), **glue, nails, tacks or staples** may be used on walls, floors, ceiling or fixtures. Lessee will be responsible for any damages resulting from using these items. Floor mats are available to cover cords. Cup hooks are on window and door frames on the second floor (a ladder must be used to affix or remove any decorations).

No smoke effects, explosives or pyrotechnics are allowed inside the building, and are allowed outside by permission only from the City of Durand.

Confetti, glitter, rice, birdseed, etc. are prohibited anywhere on City of Durand property. Bubbles are not allowed inside the building.

- **CANDLES/FLAMES:** A unity candle is allowed for a wedding ceremony. All other candles and unprotected flames are prohibited in DUSI except for food warming devices.
- **FLORAL/PLANTS:** All floral arrangements and plant matter brought into the building must be clean and pest free.
- **DUSI DISPLAYS/BUILDING CARE:** DUSI displays and exhibits periodically change throughout the year. Furniture or fixtures are not to be removed or altered without prior approval of the Museum Director/DUSI Representative. Only an authorized DUSI representative may reposition property of DUSI. Children must be supervised at all times.

Climbing on the roof is prohibited except in an emergency.

No windows will be opened.

Thermostats and window blinds may only be adjusted by an authorized DUSI representative.

- **SMOKING:** Smoking is not permitted anywhere inside the Durand Union Station. Smoking is allowed outside so long as smoking materials are properly disposed of in designated containers.

PARKING: An area is designated for parking for Amtrak passengers. Lessees may choose to provide a parking attendant to maximize the available parking space. With prior approval from the City of Durand, parking is available on Main Street across the tracks from the depot (crossing of the tracks is prohibited with persons being subject to fines by the railroad; providing a shuttle/valet service will be required.)

CATERING: Food and beverage arrangements are the responsibility of the lessee and allowed only in areas designated in the contract. The Museum Director/DUSI Representative, the lessee, and the caterer must meet prior to the event. Approved caterers must provide DUSI with a copy of their liability insurance.

A catering preparation room is available for prep work only. Linens, cleanup items or other items necessary for food service preparation must be provided by lessee or caterer.

EQUIPMENT: Equipment and supplies must be obtained by the lessee at their expense from appropriate providers. DUSI will not assume liability for such items delivered or stored on the premises and must be removed immediately following an event, unless other arrangements have been made with the Museum Director/DUSI Representative.

CLEAN UP: Cleanup must be completed by the lessee and/or service providers within one hour after the event ends. The building and grounds must be cleared of debris and trash; a dumpster is available. If additional cleaning is necessary, rates will be assessed in accordance with the Rental Contract.

VOLUNTEERS: A DUSI volunteer is to be on duty during all events to oversee the usage of the depot, provide support and/or assistance or answer questions about the depot. They are not expected to assist with the event. If additional volunteers are necessary, a fee of \$20 per hour per representative will be charged.

LIABILITY/INDEMNIFICATION: Security personnel may be required at lessee's expense to maintain the safe environment which DUSI attempts to provide. Any party will indemnify DUSI against all liability costs, including attorney's fees, which arise in connection with the use of the building or its property, except that which results from negligence or willful misconduct of DUSI, its employees, volunteers agents, or subcontractors.

DUSI cannot be held responsible for any delays of an event due to train activity.

In addition, DUSI will not be responsible for personal or other items left on the premises after an event.

Please return signed copy to:
DUSI Director
P.O. Box 106
Durand, MI 48429

OR Fax: 989-288-3494

Signature: _____ Date: _____
(Lessee)