

Facility Rental Policy

The purpose of this document is to inform the individual or group renting event related spaces within the State Historical Building (hereafter referred to as the *Renter*) about the policies and procedures. Providing the Renter with this document will allow the best possible use of the facility and services while planning the event. The facilities within the State Historical Building are limited and the use of such facilities is conditional, as the State of Iowa must safeguard its collections, exhibits and facility. To ensure a quality experience during the event and the planning process, please review this Facility Rental Policy in its entirety. If you have any questions, please contact us at historicalbuilding.rental@iowa.gov.

Americans with Disabilities Act (ADA)

The State Historical Building is sensitive to those with special needs. We require Renters to comply with all provisions and regulations of the Americans with Disabilities Act.

Animals

Animals, other than service animals, are not allowed in the State Historical Building.

Cancellation

Cancellation of an event after the contract has been signed will result in a complete loss of the deposit, which is 25% of the rental fee. All cancellations must be in writing and submitted to the Facility Rental Coordinator at least ninety (90) days prior to the event. Cancellation less than 90 days prior will be subject to a cancellation fee of \$150.00 in addition to the loss of the deposit. If a cancellation is made less than fourteen (14) days prior to the event, the full rental fee is required. If the event needs to be rescheduled, the Facility Rental Coordinator will be able to reschedule the event at no additional charge.

Capacity

Capacity for the spaces will vary based on the room setup.

Event Space	Seated Capacity
Auditorium	240
Atrium	350+
Grand Terrace	350+
Café Barattas	50
Café Terrace	150
Heritage Classroom (A & B)	60
Classroom A	20
Classroom B	40
Combined Classrooms	60
Tone Boardroom	12

Catering

Barattas Catering is the exclusive caterer at the State Historical Building and handles all food and beverage needs for the building. Alcohol is allowed to be served on premise if an Alcoholic Beverages Request Rider is signed and submitted to the State Historical Society of Iowa. **Renters are not allowed to bring in their own alcohol.** For most events, Barattas will provide white table linens, linen napkins, china, flatware, professional uniformed staff, cake cutting service and head table service. An outdoor lighting package can also be provided for the Café Terrace at an additional cost. To arrange any catering needs, please contact Lora Simpson at (515) 281-4658 or info@barattas.com. For more information please visit www.barattas.com.

Custodial/Security Fees

A custodial fee of \$150 is required for all events with 50 or more guests at the State Historical Building. This fee covers all custodial services to clean the building before and after the event. For events taking place after building hours, security (State Trooper) is required to be on-site for the duration of the event. The security fee is \$50/hour. Events taking place after building hours with more than 300 guests require two security officers on-site. The State Historical Building has the right to request security on-site for any events held in the building at its discretion.

Decoration Restrictions

- Tape, nails, tacks or any other adhesives on the walls, ceiling, painted surfaces, columns, or windows are prohibited
- Zip ties are suggested to attach any decorations to the railings
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems
- Open flames are not allowed in any part of the facilities, including the outside terraces; electronic votive candles are acceptable
- Adhesive-backed decals or stickers are prohibited and may not be distributed anywhere on the premises
- Glitter, confetti, and balloons are prohibited
- Furniture or objects belonging to the museum may not be moved or handled without the permission of the museum staff; if allowed, only museum staff will move, the renter may not.
- Any entertainment and decorators selected by the renter must be approved by the Facility Rental Coordinator prior to the event, and must sign and deliver the applicable Certificate of Insurance
- No artifacts or exhibits will be moved to accommodate rentals

Deposit and Method of Payment

In order to reserve the space for an event, a non-refundable deposit equal to 25% of the total rental fee is required with the return of a signed contract. The remaining balance of the total cost will be due in full, two weeks prior to the event. The State Historical Building accepts VISA, Mastercard, Discover, and personal checks (a \$35 fee will be added to any returned checks). Please make all checks payable to the "State Historical Society of Iowa." In the event that the full balance due is not paid in a timely manner in accordance with this provision, the State reserves the right to rescind your reservation and/or retain your non-refundable deposit.

Equipment Inventory

The State Historical Building uses 5-foot round tables and stackable poly-folding chairs. Tables and chairs are included in the rental price, accommodating a maximum of 280 guests. If more tables and chairs are needed, additional items will be rented for an additional cost to the Renter. The State Historical Building has a sound system available to renters for an additional charge, but the system is only available for rent for events held during business hours Monday through Friday on an as-is, as-available basis. Events held after building hours and on the weekend can work with Markey's Rental and Staging to rent sound equipment. Markey's can be reached at (515) 277-3338. The State offers these items on an as-is, as-available basis.

Event Storage

Pending availability, Renters will be allowed use of a State Historical Building classroom for storing event decor. Decorations may be dropped off during building hours and must be removed immediately following the event.

Facilities

The Renter represents and warrants that the Renter has inspected the space(s) to be used in the State Historical Building, has found them to be in good repair and condition, and accepts them as-is in their present condition. The Renter will keep the State Historical Building in good condition and safe at all times. The Renter is responsible for any and all damage and loss relating in any way to the use of the State Historical Building by Renter or its invitees or guests.

Fundraising Events

Any client seeking to use the State Historical Building for an event involving fundraising must obtain prior approval from the Facility Rental Coordinator and qualify as a nonprofit, tax-exempt organization under section 501(c)(3), or other appropriate sections, of the Internal Revenue Code of 1986, as amended. The State Historical Building name may be used as a location of an event, but may not be used as an affiliation to the fundraising cause. The State Historical Building is an open forum for the community and not all events will reflect the views of the State Historical Building, Iowa Department of Cultural Affairs.

Lighting

Three possible configurations for the atrium lighting are available: Bright Lights, Dinner Lights, and Dance Lights. The State Historical Building is required to submit all light requests in advance. The lighting in the atrium cannot be changed during the course of an event.

Marketing

Content of all printed materials relating to the event, including invitation copy, programs, promotion materials, press releases, electronic copy and radio advertisements must be submitted to the Facility Rental Coordinator for review and approval one week prior to being printed. The State Historical Building name and logo must be properly displayed on all marketing materials.

Open Exhibits

Viewing of museum exhibits may be added to the contract for an additional cost. Unless otherwise specified, all exhibits outside of the rental space will be closed during the event. For more information about pricing to have the exhibits open contact the Facility Rental Coordinator.

The State Historical Building reserves the right to change exhibits and/or landscaping. No guarantee can be made that exhibits and/or landscaping at the time of a walk through will still be displayed at the time of the scheduled event.

Parking

Guests may enjoy free parking in the Capitol Complex parking garage located at the corner of East Grand Avenue and Pennsylvania Avenue. Street metered parking is also available. Parking is not guaranteed and based on availability.

Rehearsal

When renting the State Historical Building for a wedding ceremony, Renter is allowed a one hour wedding rehearsal at the State Historical Building the evening before the contracted event date. The rehearsal must be scheduled in advance with the Facility Rental Coordinator. A rehearsal scheduled after 4:30 p.m. on any day of the week will require security, and the renter is responsible for the additional security fee of \$50/hour.

Right of Refusal

The State Historical Building reserves the right to deny the use or the continued use of its facility to any person or organization not complying with the State Historical Building policy and procedures.

Setup and Tear Down

The State Historical Building is open to the public from Monday-Saturday, 9:00 a.m. to 4:30 p.m. and Sunday from noon to 4:30 p.m. Renters must meet with the Facility Rental Coordinator to walk through the venue in order to discuss logistics, floor plans, deliveries, and facility concerns at least two weeks prior to the event.

- Evening events in the atrium may not begin before 5:00 p.m., unless previously discussed with the Facility Rental Coordinator

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- Events in Café Barattas and the Café Terrace may begin after 3:00p.m.
- Events in other areas of the building (classrooms) have no such time restrictions pending museum scheduled events
- Tables, chairs, and equipment will begin set up at noon, unless previously discussed with the Facility Rental Coordinator or subject to scheduled museum programming
- Evening events end by midnight and at this time, all decorations must be removed from the building.
- Renters are required to appoint one person as a contact for the day of the event, this person is responsible for set up and removal of all items and decorations

Smoking

The State Historical Building and surrounding Capitol Complex is a Tobacco and Smoke Free Environment.

Staff and Board Members

Staff and board members are not eligible to receive a discounted rental fee when hosting events at the State Historical Building.

State Agencies

All state agencies seeking to use the State Historical Building for a meeting or event will receive 20% discount on the rental fee.

State Holidays

The State Historical Building will be closed on the following Holidays, unless previously approved through with Facility Rental Coordinator.

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Weather Contingency

State Historical Building staff will make every effort to accommodate Renters and their guests in case of inclement weather. The State Historical Building will consult with outdoor Renters, and the decision to keep the event outside or move inside must be mutually made by noon the day prior to the event. If the decision to move indoors is made by noon the day before the event, no additional fees apply. If the Renter insists on holding the outdoor space and the event gets moved indoors later due to weather, a \$250 setup fee will apply and may also result in the inability to properly set up all aspects of the event. The State Historical Building reserves the right to move any outdoor event inside to the atrium if the weather forecast predicts a 30% chance of inclement weather the day of the event.