Richland County Historical Museum
Facility Use Policy

The Richland County Historical Museum has a meeting room which can be used to host governmental and community organizations. The meeting room is available only by appointment and the discretion of the Museum Board. Requests must be made a minimum of two weeks in advance.

The meeting room is available free of charge to federal, state, county and local governments and their agencies, community non-profits, and local cultural, civic or service groups. Other community members and organizations may use the meeting room for a $25.00 an hour fee, with a deposit of $25.00, which will count towards the first hour. The Meeting Room is available Monday-Friday from 9:00 AM-5:00 PM, as long as museum staff or volunteers are available to open the building and remain on site. Other times will be considered on a case by case basis. A staff member or board volunteer is required to remain on the premises for insurance and liability purposes. Keys will not be issued to groups wanting to use the museum.

Rental forms are available at the museum office. The amount of time the room is needed must be stated at the time the reservation is made. Payment must be received before the reservation date. Proof of insurance may be required for for-profit activities.

Care and Use

- The contact person must be present before, during and at the end of the event
- Set up and take down are the responsibility of the user group. Meeting room furniture must be returned to its original layout at the end of the program
- Children under age 16 must be in presence of an responsible adult at all times
- Food and non-alcoholic beverages may be served in the meeting room only. The museum reserves the right to determine where in the facility food and beverages will be allowed.
- Trash resulting from the meeting must be removed by the group using the space at the end of the program
- The museum is unable to provide secure storage for any items dropped off prior to the meeting. The museum is not responsible for any loss or damage of property or injury to people using the meeting room
- Individuals making the reservation, as well as their group as a whole, are responsible for any and all damages that might occur as a result of facility use.
- Posters, signs and other papers may not be glued, tacked, stapled or nailed to the meeting room walls or fixtures, or affixed in any way to a museum artifact.

Prohibited Activities

The following are examples of activities and behaviors that are prohibited within the museum and property. Engaging in these activities may lead to monetary charges or the forfeiture of future use. Examples include but are not limited to:

- Violations to museum policy, including the Visitor Policy
- Activities that may cause harm to museum visitors, staff and volunteers, that may threaten the security of the museum or result in property damage
- Use of any item or device requiring an open flame, such as candles, incense, and lanterns. Fryers and deep fryers may also not be used within the museum. Fireworks and barbeque grills are not allowed on museum property.
- Possession and/or consumption of alcohol, tobacco and vaping products, or illegal substances are not allowed within the museum or on museum property.

Approved June 10th, 2025

Meeting Room Rental Form

Date: _____

Name: _____

Organization: _____

Phone Number: _____ Email: _____

Reservation Date and Time: _____

Scheduled usage: _____ hours

Fee Paid:$ _____ Exempt: _____

I, _____, agree that I have read and understood that Richland County Historical Museum's Facility Use Policy. I agree that I and my group/organization will abide by the care and usage standards laid out in said policy.

Signature: _____