



THE SCOTT COUNTY HISTORICAL SOCIETY /
STANS MUSEUM
the speak easy

RENTAL POLICY

RENTAL POLICIES, PROCEDURES AND RULES OF USE

The Scott County Historical Society (SCHS) / Stans Museum is a countywide professional institution founded in 1968 to collect preserve and share the history and cultural heritage of Scott County. The Society takes a leadership role in the management of the historical resources of Scott County. Over 8,000 people are served through its exhibits, programs and research library. It serves its communities through preserving and making information available through exhibits and educational programs for all ages. The Story Harvest is a permanent initiative to archive the stories of Scott County residents. *The speak easy* is a new initiative funded in part by the Minnesota Arts and Cultural Heritage Fund to afford other organizations access to this resource.

General Rental Criteria:

- The renting group / individual has an interest in the mission of the SCHS; and/or
- The theme of the oral history project adds to the preservation of stories; and/or
- The oral history project includes an opportunity for communicating the need for story preservation to the people participating; and
- The renter agrees to follow the Oral History Association best practices for oral history collection;
- The renter agrees to provide SCHS trailer-use statistics within 10 days of trailer return;
- Trailer must be returned clean, complete and in good working order (see liability); and
- The renter has secured a reputable repository for the oral history files collected.

The following rentals will not be allowed to be used for:

- Fund-raisers for other organizations; and/or
- Political events.

The SCHS reserves the right to deny a rental application for any reason that it deems necessary.

Rental Scheduling:

- Trailer usage will be scheduled by the Scott County Historical Society;
- Rentals must be scheduled at least one month in advance but not more than one year in advance;
- All rental cancellations must be in writing and deposit reimbursement, if any, is based on cancellation schedule (see cancellation/refund schedule);
- The SCHS asks your cooperation in returning the trailer at the time designated on your contract (see contract fees);
- All signed contracts must be returned to the SCHS within seven days of contract receipt;
- Renter must review the training video for trailer and equipment use, and take part in brief training when trailer is picked up;
- Renter must ensure a 40-amp circuit with 70 feet of the trailer; and
- Renter must provide a vehicle with a 2" hitch, breaks in good working order, side mirrors to see around trailer and a compatible electrical harness.

Contract Fees:

- A signed contract along with 50% of your rental fee, and a \$1,000 damage deposit is required within seven days of contract receipt (damage deposit is refundable upon return inspection of trailer and equipment and return of trailer statistics);
- The contract balance is due 15 days prior to trailer pick-up;
- All additional fees incurred are payable immediately;
- Renters will incur an additional fee of \$50 per every 15 minutes the trailer is not returned beyond the contracted scheduled end time;
- Food and beverage may not be consumed near the recording equipment.

Event Cancellation/Refund Schedule:

- All cancellations must be in writing. Cancellation fees are based on the following schedule:
 - ❑ Cancellations 90 days prior to scheduled event: \$50 fee
 - ❑ Cancellations 60 days prior to scheduled event: forfeit ½ of deposit
 - ❑ Cancellations 30 days prior to scheduled event: forfeit full deposit
 - ❑ Cancellations 14 days prior to scheduled event: forfeit full fee
- Any returnable portion of your deposit will be mailed to you within 14 business days of written cancellation.

Liability and Damages:

- The SCHS is not responsible for any damages or loss of items stored or displayed on/in the trailer prior to, during or following the renter's function. The renter is responsible for any damages and/or thefts that occur to the trailer and recording equipment, or property by their guests, invitees or other agents under the renter's control;
- Utmost care and caution must be taken when setting-up, taking-down or in the trailer and handling the recording equipment; and
- Renters must provide a copy of their insurance policy naming the Scott County Historical Society as an additional insured for the duration of the rental.

Security:

- Children under age 16 must be supervised at all times by an adult; and
- Trailer must be locked when unsupervised.

Decorations and Equipment:

- The SCHS is not responsible for any items that are left in the trailer;
- Use of equipment as outlined in this agreement is on a first-come, first-served basis;
- Lit candles are prohibited;
- Decorations should not be placed on or in the trailer;
- Tape is not allowed on walls;
- No signs attached to the exterior of the trailer.

General:

- There is NO smoking in or near the SCHS trailer;
- Signage may be placed in the trailer within a plexi-glass holder and may not be attached to walls;
- Commercial vehicles are not allowed on the SCHS grounds, except those engaged in the transportation of the trailer;
- Renter is responsible for returning the trailer clean (no trash and all surfaces wiped clean);
- Use of the SCHS or *the speak easy* logo is prohibited without prior approval;
- The renter is responsible for securing the trailer in transit and continually while in their possession.

Photography:

- Renters may take pictures, please credit the SCHS and *the speak easy*;
- News media photographers may take photographs of the trailer if on assignment from their employer and with permission from the Executive Director. Published photographs should identify the project and give credit to the SCHS;
- Commercial photography is permitted by contract with the SCHS;
- The production of a documentary or educational film must receive prior approval by the SCHS Executive Director.

Add-Ons

- Additional interview/equipment training \$25/hour
- On-site interviewer \$25/hour, arrangements need to be made at least 4 weeks in advance of rental event
- This rental policy may be amended at the discretion of the Scott County Historical Society on a case-by-case basis.

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Time:	Fees:
1 Day (up to 8 hours)	\$350
Three days (72 hours)	\$1,000
One week (7 days, 168 hours)	\$2,500

Renters must provide a copy of their insurance policy naming the Scott County Historical Society as an additional insured for the duration of the rental.

Trailer Use Statistics

Mileage

Number of interviews conducted