

Facility Use Policy

Rentals, Tours, and Programs

WOOD COUNTY Historical Center & Museum



THE WOOD COUNTY HISTORICAL CENTER & MUSEUM
13660 County Home Road
Bowling Green, Ohio 43402
Conveniently located off I-75 at exit 179
419.352.0967 • www.woodcountyhistory.org

RENTAL CONFIRMATION

Submit with \$25 deposit

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____

E-mail: _____

Event Date: _____

Event Start /End Time: _____

Number of People: _____

Age Range: _____

First Floor Only Wheelchair Needed

..... If for educational purpose:

School: _____

Teacher: _____

Grade: _____

Subject: _____

..... Reserved Area:

- Meeting Room
 Kitchen
 Museum Guided Tour (inside only)
 Museum Guided Tour (inside & outside)
 Herb Garden
 Grounds (specify area) _____

I have read the rules and regulations of the Wood County Historical Center & Museum's Rental Policy and will abide by the rules for the duration of my stay.

Signed: _____

Date: _____

Museum Representative: _____

Date: _____

..... FOR MUSEUM USE:

- Park Notified (date) _____
 iCal
 Staff Responsible: _____
 Volunteers/Tour Guide needed: _____
 Deposit Received (date/amount): _____
 Rental Amount Paid (date/amount/cash/check#) _____

Welcome to the Home!

MEETING ROOM RENTAL

Room:

- Room Size: Approximately 17-1/2' wide by 36' long
- Seats 60 at round tables; 100 lecture style
- Carpet
- Electricity
- Windows
- Piano

Tables:

- (12) card tables (seats 4) -OR-
- (12) Card tables + rounds (seats 6)
- (6) 6' table (seats 8)

Chairs:

- (80) metal folding chairs

Other amenities:

- Use of outer meeting room for refreshment tables, sign-in, etc.
- Use of museum kitchen including refrigerator, freezer, oven, sink, counters for prep
- Museum self-guided tours
- Television and VCR
- Projection Screen
- Podium (floor or table top)
- American Flag
- Use of indoor bathrooms
- Wheelchairs (2)

Available for additional cost:

- Projector (must provide own laptop) (\$10)
- Sound system including CD player, amplifier, and microphone (\$15)

You are responsible for:

- Extension cords, power cords
- Dollies, carts, & help with loading and unloading
- Plates, Cups, Napkins, Silverware, Glassware
- Coffee, Coffee Pot, Warmers
- Food and Beverage
- Tablecloths, linens



MEETING ROOM FEES

- \$25 deposit to hold a reservation within 10 days of making a reservation over the phone or in person.
- Full payment for room rental is due upon arrival.
- Add a guided tour to a meeting room rental for just \$1.00 per person (advanced request necessary).

Meeting Room Rental DURING OPEN HOURS:

- \$25 for entire stay within regular working hours.
- \$10 for each additional hour.

Meeting Room Rental OUTSIDE OF OPEN HOURS:

- \$25 for first hour
- \$10 for each additional hour.

Wood County Agencies

For Wood County agencies, affiliated groups, and staff, a room rental fee waiver will apply during regular working hours. Rental fees will be in affect outside of working hours.

Historical Society Members

For Historical Society Members of Sustaining level or higher, a room rental fee waiver will apply during regular working hours. For outside working hours, rates apply at staff and Board discretion.

Packages

Packages are available such as multi-day rentals or rentals plus a guided tour. Ask a Museum representative for details.

REGULAR MUSEUM HOURS:

Dates and times may vary. Please call for specifics.

The typical season is April - October & December,
 Tues. - Fri. 9 AM - 5 PM,
 Sat. - Sun. 1 - 4 PM.
 Closed Mondays and Holidays

All rentals contingent upon staff availability.



