

WOODROW WILSON PRESIDENTIAL LIBRARY
Staunton, Virginia

POLICY AND GUIDELINES FOR RENTAL USE OF THE PROPERTY

POLICY FOR SPECIAL USE OF THE HISTORIC GARDENS

It is the policy of the Woodrow Wilson Presidential Library Foundation (WWPL) to permit individuals and organizations to use the grounds of the Presidential Library for functions and meetings. Special use is subject to procedures and guidelines necessary to protect the historic integrity of the site and the safety and health of visitors and staff.

APPLICATION

Application for special use of the WWPL facilities should be made to the Rental Coordinator and/or Director of Administration and Finance of the Foundation at least 30 days in advance of the event. At the time of application, each organization or individual must provide full information concerning the type and purpose of the event being planned as well as the time, number of guests, security measures, name of caterer, and name of individual or organization's representative responsible for payment of fees, as well as membership information, as requested in the attached Application Form.

Confirmation of the reservation for use of the Historic Gardens and/or the Library and Research Center (LARC) may be assumed only after receipt of the specified non-refundable deposit and a signed copy of a contract that will be provided to applicants. When signed and returned along with the deposit to the Rental Coordinator the contract shall serve as a binding agreement between the applicant and the Foundation.

GENERAL GUIDELINES

1. Permitted Areas and Use

The first floor of LARC is available for use and includes Don Wilson Hall, kitchen, bathrooms, front porch, and back terrace. The gardens and terrace of the Woodrow Wilson Birthplace are available for use and includes the use of service areas and facilities (carriage house, and rest rooms in the Emily Smith Administration Building) and of connecting passages, as specified in the contract.

Special use is limited to activities deemed appropriate. Site visits for planning purposes with the WWPL staff must be arranged by appointment.

All events must be concluded by 10 p.m.

2. Size of Groups/Occupancy Restrictions

Group sizes are limited by space considerations and by consideration for the security of the historical area. The following locations may accommodate a group size totaling up to and including the following number of persons:

<i>Upper Garden</i>	<i>150 (not seated)</i>	<i>150 (seated)</i>
<i>Lower Terrace</i>	<i>100 (not seated)</i>	<i>75 (seated)</i>
<i>LARC</i>	<i>60 (seated at 4 ft. round tables; 80 with auditorium style seating; 40 at conference tables)</i>	

3. Alternate Arrangements for Garden Events

If an event is planned for the Garden, alternate plans must be made by the sponsoring individual or organization in case of rain. The Foundation invites the individual or organization to consider renting LARC, subject to the stated fees and availability. If the event is canceled due to inclement weather and/or relocated, payment will be refunded by the Foundation, less the non-refundable deposit.

4. Site Supervisor

A supervisor from the staff of the WWPL will be present throughout the function, for the following specific purposes only:

- (a) to act as an official representative of the WWPL, and
- (b) to ensure the security of the property.

The Supervisor will not assist in the serving of food or beverages or in setting up and cleaning up the site.

5. **Insurance**

In requesting the use of the grounds and/or facilities of the Woodrow Wilson Birthplace/Museum the applicant agrees to assume full financial liability and responsibility for any damage to the Presidential Library Foundation property and for any accident or injury incurred by the applicant and his/her guests during or as a result of such use. The applicant, at his or her own expense, agrees to obtain comprehensive general liability insurance with a company satisfactory to the Woodrow Wilson Presidential Library Foundation, as required in the contract, including property damage and personal injury, with a combined single limit of not less than \$1,000,000 per occurrence, with the Birthplace named as an additional insured. The applicant must furnish a certificate of such insurance at least fifteen (15) days prior to the event.

6. **Photography**

Photography is permitted without restriction on the grounds and in the Garden of the Birthplace/Museum. Photography is permitted inside Don Wilson Hall in LARC.

7. **Unauthorized Activities**

- (a) The throwing of rice, bird seed, confetti, rose petals, or litter of any sort is not permitted on the site.
- (b) No furniture, fixtures, fittings or equipment belonging to the Woodrow Wilson Presidential Library Foundation may be moved and no electrical equipment of any kind may be connected without the prior permission of the Rental Coordinator.
- (c) The Woodrow Wilson Presidential Library Foundation is a non-smoking environment. Smoking, or any open flames, including candles, is not permitted under any circumstances.

GUIDELINES FOR CATERERS

1. **Catering Procedures**

The party sponsoring the use at the WWPL shall contact a caterer from the approved list and, if applicable, a tent company approved by the WWPL. The caterer shall be instructed to provide all personnel, food, drinks, linen, coat racks, tableware, and extra furniture as needed. The sponsoring party is responsible for the conduct of the caterer. Any additional expense incurred by the WWPL as noted in Guidelines for Caterers will be billed to the sponsoring party.

2. **Setting-Up**

Tents, rental furniture and other equipment may be delivered late in the day preceding the event by prior arrangement with the Rental Coordinator. All set up, including caterers, is permitted not earlier than two (2) hours before the agreed start time of the function.

3. **Access and Parking**

Parking is restricted to the WWPL parking lot. Other parking arrangements must be confirmed in advance with the Rental Coordinator. No vehicles may park in the alley next to the Museum, however, parking with prior arrangements is permitted behind LARC. Handicapped parking is available next to the Smith House and behind LARC.

All food is restricted to the designated areas on the first floor of LARC. No food or drink is allowed in the collection areas.

4. **Personnel**

It is the responsibility of the sponsoring member through the designated caterer or by other means, to provide sufficient personnel for all duties in connection with the event, including setting up and cleanup. WWPL personnel will include only the Site Supervisor whose duties are restricted to those specified in the Guidelines.

5. **Clean-Up**

All catering materials brought in for the event, including food, drink, preparation and service equipment, containers, etc. must be removed from the WWPL property, to the satisfaction of the Supervisor, within one hour of the agreed termination time of the event; and all trash must be collected into large trash bags (to be supplied by the caterer) which must be securely tied and removed entirely from the WWPL property at the same time. No trash storage areas are available at the site.

Catering materials or trash not removed within the time limit will result in a charge to the renter of \$25.00 per half hour until removed. If the renter or his agents fail to remove materials or trash, the WWPL reserves the right to contract for the removal, the cost of which will be charged to the renter. Rental equipment may, at the discretion of the Supervisor, be left overnight in designated areas, but shall be entirely removed from the site within **twelve (12) hours** of the agreed termination time of the event. Rental equipment not removed within the time limit will incur a charge of \$25.00 per half hour until removed by the rental company.

The site, including service and preparation areas, toilets and corridors, must be left clean at the

conclusion of the breakdown, to the satisfaction of the Supervisor.

TENTS

1. Tents will be erected only in locations approved by the Rental Coordinator.
2. Tents may be erected up to twenty-four (24) hours before the scheduled start of the event, and shall be removed at their convenience or on the next business day.

MUSIC AND DANCING

1. Type of Music

Music must be approved by the WWPL. The sponsoring party must advise the WWPL staff of the name, address and telephone number of any musician or group to be engaged for their event, and instruct them to contact the WWPL office well in advance of the event to discuss their needs and WWPL guidelines. Musicians must contact the Supervisor on arrival and **before** setting up the equipment

2. Amplifiers

Sponsoring parties must abide by any local ordinances as to permitted hours of music, and it is the responsibility of the sponsoring party to ensure that musicians are fully aware of any such ordinances.

ALCOHOLIC BEVERAGES

1. Compliance with Virginia Law

The sponsoring party is advised that he/she or his/her caterer must comply with all applicable laws and liquor regulations **and acquire all permits required by the law of the Commonwealth of Virginia or other government entities.** In that regard the sponsoring party is required to indemnify, protect and hold harmless the WWPL, and its respective officers, agents and employees from and against any and all losses, costs, claims, demands, damages, and expenses resulting from the serving of alcoholic beverages at the event.

2. Provision of Alcoholic Beverages

The sponsoring party and his selected caterer must be responsible for providing alcoholic beverages, subject to all the legal requirements imposed by the Commonwealth.

3. Legal Requirements

All bartenders and personnel handling service of alcoholic beverages must be advised not to serve a minor (anyone under 21 years of age) or to serve anyone showing signs of inebriation. Such personnel should be advised that they are subject to both arrest and fine if convicted in the Commonwealth of Virginia on such charges. The WWPL reserves the right to remove from the premises anyone inebriated or behaving in an objectionable or destructive manner. If these rules are not followed, under Virginia ABC regulations, the WWPL is required to close down the function.

4. Restrictions

Guests must be advised that alcoholic beverages consumed at the event are only those provided by the applicant and his caterer. Other alcoholic beverages may not be brought onto or removed from the premises.

FEES

Fees are based on a 2 hour setup, a 4 hour event, and a 1 hour breakdown as well as the set-up and use of 150 white folding chairs.

<u>Historic Gardens</u>	
<i>Garden</i>	\$1,200
<i>Terrace</i>	\$800
<i>Garden and Terrace</i>	\$1,600

<u>LARC</u>	
Don Wilson Hall	\$500

A non-refundable deposit of 50% of full fee is required at the time of application. The balance is due three (3) weeks before the event.

An additional rate of \$25.00 per half hour is charged if events extend beyond 4 hours' time. If the event extends beyond 1 hour, another 4 hour block of time will be charged.

APPLICATION FORM to be submitted to the Woodrow Wilson Presidential Library Foundation is enclosed.

APPLICATION FOR SPECIAL USE OF HISTORIC PROPERTY

Mail or fax to:
Woodrow Wilson Presidential Library Foundation
P. O. Box 24
Staunton, VA 24402-0024
(540) 885-0897
(540) 886-9874 (fax)

Name of Applicant _____

Organization Represented _____

Address _____

City _____ **State** _____ **Zip** _____ - _____ **Telephone ()** _____

Email _____

Date of Event _____ **Estimated Attendance** _____

Time of Event _____ **to** _____

Nature of Event _____

Facility requested: _____ **Birthplace Gardens**
_____ **Terrace**
_____ **Birthplace Gardens and Terrace**
_____ **LARC**

Name of Caterer _____

Name of Rental Company _____

Musician(s) Address/Phone _____

Comments/Special Needs _____

FOR OFFICE USE ONLY:

Signed Contract_____

Deposit_____

Certificate of Insurance_____

Caterer Cert. _____

Fee Balance_____