

Application for Use of the Brazos Valley African American Museum

All applicants shall present at the time of application for the use of the building a completed application. Rental fees are due at least seven days in advance unless other arrangements are made.

Applications can be picked up from the Brazos Valley African American Museum or printed from the website at www.bvaam.org and delivered to Crystal Carter, Director or Wayne SADBERRY, Curator in person, fax, or emailed. The terms of the rental agreement and use of the building will be discussed after the application is submitted. All applications will be considered on a first-come basis.

Fee Schedule

1. Hourly Fee: \$40
2. Rental is to be paid at least seven days in advance of event, unless other arrangements are made.

General Rules

1. A museum representative will open and close the building.
2. Use or possession of Drugs, or Narcotics is prohibited.
3. Use or possession of Alcoholic beverages is prohibited unless approval is obtained in advance of rental.
4. Smoking in or on premises prohibited.
5. All trash created by renters shall be removed from inside building and placed in outside trash bins.
6. Any violation of the above general rules or any part of this application on use of building shall cause the rental to be terminated and rental fees to be forfeited.

Application

Organization Making Application

Date of Application

Person Making Application

Date of Rental

Purpose for Rental

Time Building to be Opened

Use of Kitchen Needed

Time Building to be Closed

Each fractional hour of usage shall be billed as a full hour.

I, the undersigned, agree that my organization and I will be responsible to the Board of the Brazos Valley African American Museum for the use and care of the building and will use the building only for purpose stated in application. Proper supervision shall be provided to insure good order and protection of the property. I further insure that no Alcoholic Beverages will be served while on the premises of the Brazos Valley African American Museum unless approved in advance. In the event of damages to the building or its contents, the cost of repairs or replacements shall be paid by the lessee to BVAAM. The Brazos Valley African American Museum and the African American National Heritage Society will be released from liability for any injuries sustained in connection with the use of this facility.

Applicant Signature

Residence Phone Number

Mailing Address

City, State, Zipcode

Name of Organization

Signature of Museum Rep. & Title