Alabama Department of Archives & History
Facilities Use Guide

In 1901, Alabama created the first state department of archives and history in the United States. Collections in the Alabama Department of Archives and History (ADAH) include the documents and artifacts that tell the story of the people of Alabama.

Professional organizations, state agencies, and civic groups may use ADAH facilities for board meetings, workshops, training sessions, and seminars when these spaces are not being used for department-related purposes. Events at the Archives must be consistent with the institution's historical charter. The facility is not available for private social events such as weddings. Rooms provide a functional venue for seated groups as small as 8 and as large as 150. In most instances, use of ADAH facilities requires payment of fees.

Parking is available on the streets around our building and in the ADAH free parking lot. Lodging and restaurants are available a short distance from the building. The Archives is compliant with ADA regulations.

ADAH facilities are available for special events Monday through Friday from 8:30 a.m. to 4:30 p.m., excluding state holidays. Event bookings outside these normal business hours are contingent on staff availability and require additional fees. A Facilities Use Agreement must be signed confirming any event reservation.

For more information concerning Archives facility use and fees, contact the ADAH Security/Facility Manager at (334) 353-4719.

Last Reviewed / Updated: 23 Mar 2009

ADAH Facilities Use Guide

Table of Contents

Facilities Use Guide Overview . . . . . p. 3

Section A - Policy Details . . . . . .p. 6

Section B - Available Facilities & Equipment . . . . . p. 10

Section C - Map to Alabama Department of Archives & History . . . . . p. 13

Section D - Client Checklist for Facilities Reservation & Use . . . . . p. 14

Section E - Facilities Use Agreement . . . . . p. 15

Section F - ADAH Facilities Use Fee Schedule . . . . . p. 17

ADAH FACILITIES USE GUIDE
OVERVIEW

MEETINGS DURING NORMAL WORKING HOURS

Types of Events & Booking Policy: When not scheduled for Department activities, ADAH meeting rooms and auditorium facilities are available for use by outside agencies. Events at the ADAH must be consistent with the institution's historical charter. In addition, all building use must meet the requirements of the State of Alabama Department of Finance Building Use Policy (11/03/06).

Available Rooms & Fees: The ADAH has two meeting rooms and two auditorium areas available for use during the day. Generally, use of these areas requires payment of a fee. See ***Section B*** for details on room sizes, capacities, amenities, and restrictions. See ***Section F*** for an overview of facility use costs.

Equipment: The ADAH can provide audiovisual equipment for events if needed. Equipment use requires payment of an additional fee, which includes compensation for staff time required to set up and/or operate the equipment. All meeting rooms and auditoriums have Internet capability. The ADAH Information Technology (IT) staff must configure the client's equipment to our network, or the client must use ADAH equipment. A small number of tables and chairs are also available. See ***Section B*** for specifics.

Catering/Alcohol Use: Events with food and beverages are allowed in the auditoriums and third-floor meeting rooms during normal business hours. Food and drinks are not permitted in the Museum Galleries or the Research Room. Alcoholic beverages may not be consumed on ADAH premises during normal business hours. See ***Section A (Catering Requirements)*** for specific requirements. These requirements apply to both professional caterers and clients who bring in their own food and drinks.

Setups/Maintenance: Setup for events must be coordinated through the ADAH Security/Facility Manager to ensure minimal interference with daily operations. Setup and removal of rental equipment are the responsibility of the client. Clients should provide their own serving staff during events. Maintenance/clean-up after events ***inside*** the building during normal business hours is included as part of the rental fee. The client is responsible for equipment, set-up and removal, and clean-up for events outside the ADAH building. See ***Section A*** **(*Setups and Maintenance*)** for further information.

AFTER-HOUR EVENTS

Types of Events and Booking Policy: ADAH facilities may be rented for special events outside of normal business hours. These functions must be consistent with the institution's historical charter. The facilities are not available for private social functions such as weddings, engagement parties, anniversaries, birthdays, or other private parties. ***Section A*** **(*Reservation Procedures*)** provides further guidance on procedures for requesting the use of any space at the ADAH.

Available Rooms & Fees: Two auditorium areas are available as meeting rooms. The first-floor lobby and the Milo B. Howard Auditorium are available for receptions, and the E. E. Hale Room is also available for small receptions. See ***Section B*** for information on sizes and capacity of venues. ***Section F*** provides an overview of facility use costs.

Equipment: ADAH audiovisual equipment is available for events in the Alabama Power Auditorium and Milo B. Howard Auditorium. There is an additional fee associated with equipment use, which includes compensation for staff time to set up and/or operate the equipment. All meeting rooms and auditoriums have Internet capability. The ADAH Information Technology (IT) staff must configure the client's equipment to our network, or the client must use ADAH equipment. Small numbers of tables and chairs are also available. See ***Section B*** for specifics.

Catering/Alcohol Use: After-hours catered events are normally held in the first-floor lobby and Milo B. Howard Auditorium. Small-group events (fewer than 15) can be held in the E. E. Hale Room. Food and drinks are not permitted in the Museum Galleries or Research Room. The serving of alcoholic beverages is the responsibility of the client, who must accept all liability associated with the serving and consumption of alcoholic beverages on the premises. See ***Section A (Alcohol)*** and ***(Catering Requirements)*** for specific requirements. Requirements apply to both professional caterers and clients who bring in their own food and drinks.

Setups/Maintenance: All facility event setups (catered or non-catered) must be coordinated through the ADAH Security/Facility Manager. Setup and removal of rental equipment are the responsibility of the client. Clients must provide their own serving staff during events and additional fees are required for custodial staff. See ***Section A*** **(*Setups and Maintenance*)** for further information.

EVENTS OUTSIDE THE ARCHIVES

Types of Events and Booking Policy: Events at the ADAH must be consistent with the institution's historical charter. All requests for use of the grounds and plaza outside the ADAH building must be coordinated through the ADAH Security/Facility Manager. See ***Section A*** **(*Reservation Procedures*)** and **(*Noise Restrictions)*** for further information.

Available Areas & Fees: The north (Washington Ave.) Archives grounds can be used by small and large groups. During business hours, events must not interfere with the regular work of the Archives. Events and activities which may damage trees, landscaping, or the sprinkler system are not allowed. Heavy trucks and equipment which may damage landscaping and sprinkler heads are not allowed on the lawn.

Equipment: The ADAH cannot provide equipment for use outside the building. Equipment is the responsibility of the client.

Catering/Alcohol Use: The client is responsible for catered events outside the ADAH building. Serving of alcohol is not permitted outside the building on ADAH grounds.

Setups/Maintenance: All event setups outside the ADAH must be coordinated through the ADAH Security/Facility Manager. Setup and removal of rental equipment are the responsibility of the client. The ADAH is ***not*** responsible for maintenance and clean-up of outside events. Clients must remove equipment and clean grounds immediately after the event.

ADAH FACILITIES USE GUIDE
SECTION A - POLICY DETAILS

The following is a list of conditions for use of the Alabama Department of Archives and History (ADAH) facilities by outside clients.

Alcohol
Alcoholic beverages may not be consumed on the ADAH premises during normal work hours. Serving alcoholic beverages during after-hours events is the responsibility of the client, and the client accepts all liability associated with and related to consumption of alcoholic beverages on the premises. Alcoholic beverages may not be sold on the property, and alcohol may not be served to minors or intoxicated persons.

Audiovisual Equipment
Audiovisual resources generally are available for client use for an additional fee. This service includes support by ADAH staff. Audiovisual requirements must be discussed with the ADAH Facility/Security Manager as part of the reservation process and equipment reservations will be confirmed in the ***Facility Use Agreement / Contract***. The Archives will make every effort to provide equipment to the client, but requirements of the Department of Archives and History must take priority. Clients may use their own equipment in meeting rooms other than the Alabama Power Auditorium, although the ADAH Information Technology staff must configure the client equipment to the ADAH network if Internet access is needed. The Alabama Archives is not responsible for set-up, maintenance, or overnight security of client-owned equipment.

Cancellations
Client cancellations must be submitted in writing no later than five (5) days prior to the event to receive a refund. The ADAH reserves the right to cancel any event in instances of unforeseeable circumstances such as inclement weather, building damage, fire, or any other incident beyond the control of the ADAH. Additionally, failure of clients to comply with any of ADAH guidelines stated herein, or a change in an already agreed-upon event which could affect the ADAH in a negative manner, could result in cancellation of the event without refund.

Catering Requirements
Catered events are normally limited to meeting rooms, auditoriums, and the first floor lobby. Food or drinks are not permitted in the Museum Galleries or Research Room. All details of catering requirements must be coordinated with the ADAH Security/Facility Manager as part of the reservation process. The ADAH does not provide catering services and has no preference for caterers used at our facility. A small catering kitchen is available on the building's 3rd floor for use during after-hour events, but clients must meet with the Security/Facility Manager to discuss equipment availability and use. There is no extra charge for use of these facilities, but clients are responsible for cleaning the kitchen and removing garbage after the event.

Event setups and delivery of catered items must be coordinated with the Security/Facility Manager. Setup must begin after 3:00 p.m. on the day prior to the event and must not disrupt normal ADAH business. After delivery, caterers must move vehicles to on-street parking or the ADAH parking lot. Catering support equipment must be removed from ADAH facilities following the event no later than 8:30 a.m. the following work day. No food or drink may be left overnight in the ADAH building.

Some types of food, beverages, and decorations are not allowed in order to protect building materials and finishes. Candles or open flames are prohibited at all events. Plastic beverage containers are preferred. The following food and beverage items are not allowed in **carpeted areas** (Auditorium, Meeting Rooms, Board Room).

- Red colored drinks, dark-colored juices, or baked goods with red dye
- Items with powdered sugar or other powdered coatings
- Finely grated cheese or loose/crumbly cheese
- Soft, oily baked goods that crumble easily
- Oily, dripping sauces

The following food and beverage items are not allowed in **marble floor** areas (Lobby and Halls)

- Red or dark-colored juices
- Acidic beverages or foods such as lemonade, other acidic juices, or pickles

Confirmation

An event will not be considered confirmed until an ***ADAH Facilities Use Agreement*** **/ Contract** is signed and the applicable fifty-percent (50%) non-refundable deposit is paid to the "Alabama Department of Archives and History."

Events

ADAH facilities may be reserved for client use when department-related events are not scheduled. First priority for use of ADAH facilities is for ADAH-sponsored or co-sponsored events. The second priority is for events sponsored by other state agencies or activities relating to state government or those that complement the mission of ADAH. All building use must meet the requirements of the State of Alabama Department of Finance Building Use Policy (11/03/06). The ADAH is not available for private social events such as weddings, engagement parties, anniversaries, birthday parties, etc. Events that interfere with public access or use of research facilities, museum galleries, or other department activities are not allowed. Generally daytime events should not start before 9:00 a.m. and must end by 4:00 p.m.; evening events should not start before 6:00 p.m. and should end by 9:00 p.m. Admission fees may not be charged for events at the ADAH and solicitation is prohibited.

Fire Concerns

Clients and their guests must comply with state and local fire codes. Smoking or any open flames (candles, etc.) are strictly prohibited.

Fees

Fee schedules are broken down into two fee categories depending on the status of the client: private/corporate groups and 501-C-3 non-profit groups. Proof of 501-C-3 status must be provided. Additional fees are required for equipment use and for events held outside of normal business hours. Other equipment or services, including security, are the responsibility of the client. The client is also responsible for any replacement costs or repairs involving damage or loss to ADAH equipment or building. See attached ***Section F (Facility Use Fee Schedule)*** for amenities and rental costs.

Floral Arrangements, Decorations, Lighting

Purchase of flower arrangements and decorations (including signs and banners) is the responsibility of the client; however, dimensions and placement must be approved by ADAH staff. Placement of floral arrangements must not endanger the historical collections and foliage must be free of pests prior to entering the building. Museum lighting must not be disturbed and no artwork may be moved. Any outside supplemental lighting must be approved by the ADAH Security/Facility Manager, and all local electrical codes must be met. No flowers or other decorations may be affixed to walls, columns, hand rails, doors, ceilings, floors, or furniture inside or outside the facility.

Hold Harmless Release
As a condition for use of the ADAH facilities, the reserving client must sign an ADAH Facilities Use Agreement ***(Section E***), which includes a hold harmless release to protect the Alabama Department of Archives & History from liability for incidents that may occur during the client use of ADAH facilities.

Noise Restrictions
No musical performance, presentation, or assembly involving amplified devices (except those sponsored/ co-sponsored by the ADAH), may be held inside the lobby or near the building entrances during business hours. Live and recorded entertainment are permitted at special events ***after-hours***, as long as the volume is at a reasonable level. The ADAH reserves the right to request alteration of excessive sound levels.

Parking
Free parking is available near the ADAH. See attached map (***Section C***) for directions to the Alabama Department of Archives and History and parking locations.

Payment
Clients will be billed prior to the function for any event fees. A deposit of 50% of the total amount due is required when the ADAH Facilities Use Agreement is signed. The remainder is payable no later than the day of the event. Failure to receive fee payment may result in cancellation of the event. Fees are payable to the **Alabama Department of Archives and History, 624 Washington Ave. Montgomery, Alabama 36130-0100.** All fees collected are deposited in and expended from the Archival Services Fund as provided under Chapter 41-6-76, *Code of Alabama,* 1975.

Pets
Animals, except for service animals, are not permitted in the Alabama Department of Archives and History.

Photography
Photography is generally permitted inside the ADAH. Because of copyright rules, some museum displays may not be photographed. The ADAH Security/Facility Manager will point these out to the client.

Publicity and Invitations
All publicity, invitations, or announcements must reflect the venue name: ***The Alabama Department of Archives and History***

Reservation Procedures
Please call the ADAH Security Manager's Office at (334) 353-4719 to request to use Archives facilities. The ADAH Facility/Security Manager will coordinate details and confirm availability and fees. The ADAH Facilities Use Agreement and invoice will be sent to the client after the facility use is approved. Upon receipt of the signed agreement and 50% of the rental deposit, the facility will be considered reserved and a verification letter will be sent to the client. Reservations may be made up to six months in advance.

Setups and Maintenance
Setup for events must be coordinated with the ADAH Security/Facilities Manager so as not to interfere with day-to-day operations. If the event equipment is provided by the ADAH, staff will set up and take down equipment as part of the rental agreement. If equipment is provided by an outside rental service, setup and breakdown of equipment are the responsibility of the client. The clients must provide their own serving personnel for catered events. The Archives ***cannot*** provide equipment for use outside of our facility, and is not responsible for ground maintenance for outside events. All rental equipment and any catering equipment must be removed from the Archives no later than 8:30 a.m. the following work day.

Cleanup and maintenance are provided by ADAH for events during operational hours. For events after-hours, additional fees are assessable to be paid directly to custodial maintenance personnel. See ***Section F, Facilities Use Fee Schedule***, for added fees for custodial personnel.

Security
Security (and charges for these services) for after-hours events is the responsibility of the client, though all security must be coordinated with the ADAH Facility/Security Manager.

The client is responsible for the conduct of guests while on the premises. The client and guests shall conform to, comply with and abide by the laws of the United States and the State of Alabama; the rules and regulations of all State and Federal Boards and Bureaus, the ordinances of the City of Montgomery, and the codes and regulations of the Fire Department, Board of Health, and the Alabama Department of Archives and History. Violation of any of these codes could result in immediate contact of the appropriate enforcement authorities and/or cancellation of the event.

Although the facility is secure after hours, the ADAH cannot guarantee, or be responsible for, security of equipment left overnight by clients. The ADAH assumes no responsibility for guests' automobiles or personal property whether remaining in the automobile or checked/left in the ADAH building. Clients assume all responsibility for any goods or materials which they may place in the Archives before, during, or after any event.

Smoking
The Alabama Department of Archives and History is a smoke-free facility.

Signs and Banners
In special instances, banners may be displayed outside the ADAH building, but the ADAH must approve ALL banners and signs during the initial event planning. Outside banners must be hung by a professional sign company. No signs, decorations, or displays may be affixed to walls, columns, hand rails, doors, ceilings, floors, or furniture inside or outside the facility. Easels are available to display event signs. Dry eraser boards are available in some meeting rooms. Flip-charts and stands are the responsibility of the client.

Storage
The Alabama Department of Archives and History has limited storage space for client equipment. Clients should plan events so that set up begins no earlier than 3:00 p.m. the day prior to the event and setups should be broken down as soon as the event is finished.

Tours and Museum
Tours of the Alabama Department of Archives and History are contingent on availability of staff and the day's events, and must be requested in advance as part of the event reservation process. During free time, meeting attendees are welcome to visit the Museum Galleries or the Archives Research Room. Information on visiting the Archives can be obtained at the Research Room registration desk or by visiting our web site: www.archives.alabama.gov.

MILO B. HOWARD AUDITORIUM

Location First Floor

Square Footage 1,430 sq ft.

Event Setup Styles Multiple - Classroom, Conference, Theater, Reception or Seated Dinners

Maximum Capacity 54 (Classroom), 24 (Conference), 150 (Theater) or 80 (Seated Dinner)

Equipment

- Podium with elevated platform
- Microphone system
- Three ceiling-mounted speakers for audio projection
- Projection screen
- Choice of three room setups for meetings (**see below**)
- Internet connection

CLASSROOM STYLE SETUP
MAXIMUM - 18 TABLES & 54 CHAIRS

CONFERENCE STYLE SETUP
MAXIMUM - 8 TABLES & 24 CHAIRS

THEATER STYLE SETUP
MAXIMUM - 150 CHAIRS

ALABAMA POWER AUDITORIUM

Location First Floor - Bridges Wing

Square Footage 1,750 sq ft

Event Setup Styles Theater only

Maximum Capacity 115

Audio Visual Equipment

- Podium with touch-panel audio-visual system
- Auditorium speaker system
- Comfortable (fixed) seating with fold-up writing table attached
- Projection screen
- Wireless microphone system available
- Omni lavalier microphone system available
- Handheld audience portable microphone system available
- Projector with DVD, VHS and computer data projection capability
- Internet connection
- Requires ADAH staff to operate equipment - ADDITIONAL FEE REQUIRED

Facilities and Equipment (Continued)

E. E. HALE ROOM

Location First Floor, Bridges Wing - off Ocllo S. Malone Lobby

Square Footage 680 sq. ft.

Event Setup Styles Reception Room

Maximum Capacity 18 Chairs in a Social Setting

Amenities

- Kitchenette
- Counter and sink
- Refrigerator
- Ice maker (small)
- Two Microwave Ovens

RESTRICTIONS ***Not available for special events during business hours***

REGIONS BOARD ROOM

Location Third Floor, Main Building

Square Footage 728 sq. ft

Event Setup Styles Board Room

Maximum Capacity Multiple table seating for 16 persons

Amenities Internet connection

JUDGE WALTER B. JONES ROOM

Location Third Floor, Main Building

Square Footage 728 sq. ft.

Event Setup Styles Classroom

Maximum Capacity Multiple classroom-type table seating (8 tables & 34 chairs)

Amenities Internet connection

MAIN LOBBY RECEPTION AREAS

Location First Floor, Main Building

Square Footage 1,179 sq. ft. *North Main Lobby*

972 sq. ft. *South Main Lobby*

Facilities and Equipment (Continued)

MAIN LOBBY RECEPTION AREAS (Continued)

432 sq. ft. *West Hall Lobby Area*

Event Setup Styles Standing reception or seated banquet (Multiple configurations**)**

Maximum Capacity **Receptions** - 250 Persons - *North Main Lobby; South Main Lobby and West Main Lobby* (standing)

Banquet - 120 persons - *1st Floor Lobby (15 tables, eight persons **seated** at each table)*

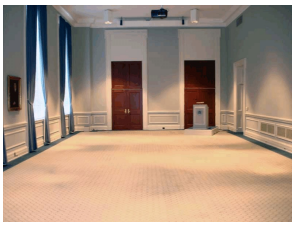
Amenities Available Five narrow serving tables (72" X 18")

NOTE: Other banquet amenities – tables, services, etc. are the responsibility of the client

RESTRICTIONS ***Not available for special events during business hours***

See ADAH Security/Facility Manager for specific setup configurations

MILO B, HOWARD AUDITORIUM RECEPTION AREA



1430 sq. ft. *Milo B. Howard Auditorium*

Event Setup Styles Standing reception or seated banquet (Multiple configurations**)**

Maximum Capacity **Reception** - 180 (Standing)

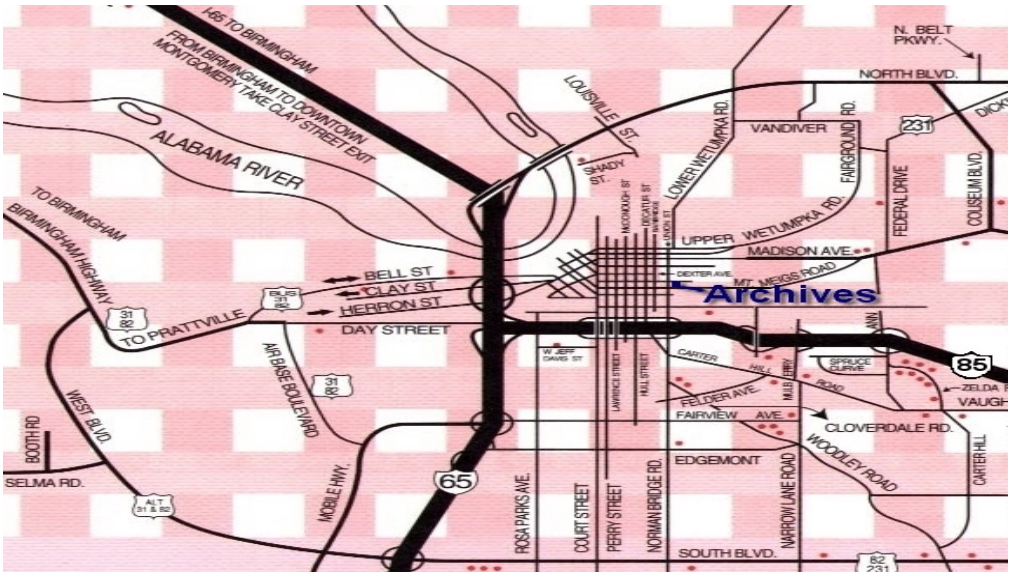
Banquet - 80 persons - *(10 tables - eight persons seated at each table)*

Amenities Available Four serving tables (72" X 30")

NOTE: Other banquet amenities – tables, linen services, etc. are the responsibility of the client

See ADAH Security/Facility Manager for specific setup configurations

ADAH FACILITIES USE GUIDE-
SECTION C - MAP TO ADAH

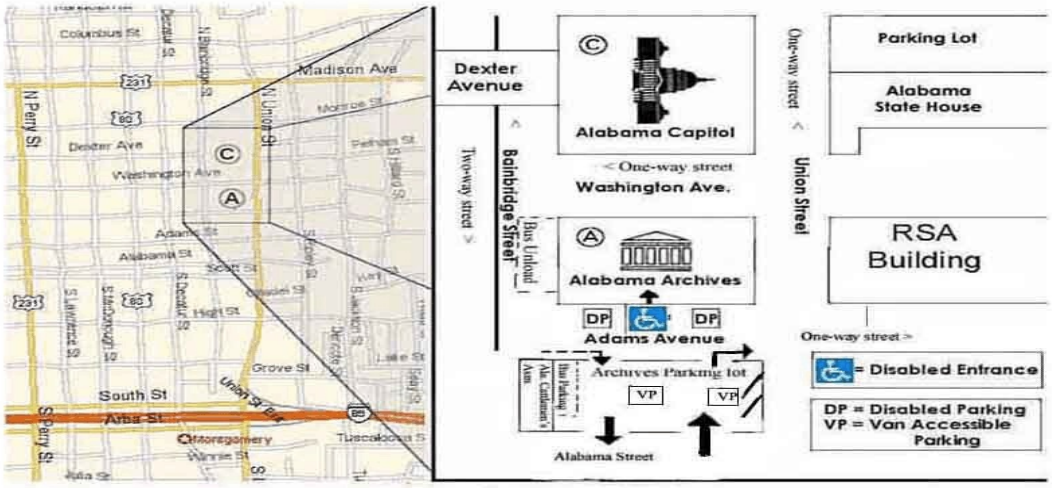


Directions from I-65 South (from Mobile) or I-65 North (from Birmingham). Take I-85 North towards Atlanta. Exit at Court Street (exit 1) onto Arba Street, which runs parallel to the interstate.

Follow Arba Street to near its end and turn left onto Union Street. Go north towards the State Capitol to the intersection of Union Street and Washington Avenue. Turn left onto Washington Avenue. The Archives is on the left in the middle of the block, just south of the State Capitol. Entrances to the Archives are on both the Washington Avenue and Adams Avenue sides of the building. The ADAH parking lot is located at the back of the building off Adams Ave.

Directions from I-85 North (from Atlanta). Exit at the downtown/Union Street exit (exit 1). Turn right onto Union Street, and drive north to the intersection of Union Street and Washington Avenue. Turn left onto Washington Avenue The Archives is on the left in the middle of the block, just south of the State Capitol. Entrances to the Archives are on both the Washington Avenue and Adams Avenue sides of the building. The ADAH parking lot is located at the back of the building off Adams Ave.

DETAIL MAP - DOWNTOWN MONTGOMERY



ADAH FACILITIES USE GUIDE
SECTION D - CLIENT CHECKLIST FOR FACILITIES RESERVATION & USE

Before the Event

Before Reserving Facilities

- ☐ Contact ADAH (334-353-4719). The ADAH Facility Manager will return your call to discuss your facility needs. Please have the following information available:
  - ☐ Type of event
  - ☐ Date and time of event
  - ☐ Projected number of participants
  - ☐ Room style/setups
  - ☐ Audio visual requirements
  - ☐ Food/Beverage proposal
  - ☐ Additional tables/chairs required inside or outside the room (registration, coffee)
  - ☐ Primary and alternate contact person with telephone numbers
  - ☐ If tour and/or Archives orientation is needed
  - ☐ If Archives staff member is to speak to the group
  - ☐ Verify special custodial costs for weekend/holiday events
- ☐ Meet with the Security/Facility Manager before reservations are finalized to ensure that the facility meets your needs.
- ☐ Completed the Facilities Use Agreement / Contract (see ***Section E***).

After Reserving Facilities

- ☐ Ensure the 50% pre-reservation fee is paid to the Alabama Department of Archives and History. The client must cancel the event no later than five (5) days before the event to receive a deposit refund.
- ☐ Meet with the Security/Facility Manager for orientation on ADAH equipment and kitchen facilities
- ☐ Assign someone (either the event manager or the caterer) to maintain the facility in an orderly state during the event and to ensure that the facility is left in an orderly state after the event is finished.
- ☐ If using a caterer, arrange for a representative to be at the Archives for delivery and pick-up. We prefer that a member of the catering services meet with the Security/Facility Manager before the event to outline needs. Remember, food and beverages may not be left in the building overnight.

After the Event

- ☐ Leave all tables and chairs arranged in an orderly state.
- ☐ Remove all leftover food and drinks before leaving (no food may be left overnight).
- ☐ Place all trash in trash containers and remove all event materials before leaving. Any event materials left in the building will be discarded.

ADAH FACILITIES USE GUIDE-
SECTION E - FACILITIES USE AGREEMENT / CONTRACT

Contract Number: _____

Date: _____

The Alabama Department of Archives and History (Owner) and _____ (Client) enter into this Agreement which is based on the Owner's Facility Use Guide Section A - Policy Details as published at www.archives.alabama.gov.

Event Details:
Event Date: _____
Event Time: _____
Estimated number of guests: _____
Facilities reserved: _____
Equipment reserved: _____

STATUS (CHECK ONE):
❑ Private/Corporate (For Profit) ❑ 501-C-3 Not-For-Profit ❑ State Agency

FEES CHARGED: $_____

A deposit of 50% of the total amount due is required upon signature of this contract. The remaining balance is due on the day of the event. Checks should be made payable to "Alabama Department of Archives and History."

It is agreed that should the Client cancel less than five (5) before the event, no deposit refund shall be made. It is further agreed that any proposed changes to setup, locations, or times for the event must be communicated to the Owner no less than forty-eight (48) hours prior to the start of the event. In the event of any default, non-performance, or breach of provisions of this agreement by the Owner, the liability of the Client is limited to the return of the fees actually paid to the Owner.

Upon signature of this agreement, adherence to the conditions and regulations outlined in the ADAH Facility Use Guide becomes necessary for the event to occur. Additional conditions shall include:

1. That the activities of the participants in the event will be conducted in such a manner so as not to distract or disturb any other persons using the ADAH, its resources, or services.

2. That ADAH personnel will have access to the event/meeting at any time.

3. That no fund raising or solicitation will be conducted before, during, or after the event.

4. That the Client will be responsible for payment of any costs for maintenance of the premises and grounds if the Owner determines those areas have not been returned to an orderly state.

5. The Client does hereby agree that reasonable and proper safeguards for the prevention of accidents or injury to persons or property shall be taken and further agrees to comply with all applicable Federal, State and local laws and regulations. The Client further agrees to comply with all reasonable risk management safety, health, and security recommendations made by the ADAH.

6. Except for the sole negligence, willful misconduct, acts or omissions of the ADAH, its employees, agents, and subcontractors, the Client indemnifies and holds the ADAH, its directors,

officers, agents, employees and affiliates harmless against any and all damages, claims, or liability due to personal injury or deaths, or damage to or loss of its property or property of others arising out of the Client's use of the ADAH facilities.

7. Neither party shall be deemed to be in default of any provision of this Agreement or for failures in performance, resulting from acts or events beyond the reasonable controls of such party. Such acts shall include but not be limited to acts of God, civil or military authority, civil disturbance, terrorist activity or threat, closure or congestion of airports, war, strikes, fires, extreme weather conditions, floods, disasters- natural or otherwise, other catastrophes, or other "force majeure" events beyond the parties' reasonable controls. Provided, however, that this provision shall not preclude the ADAH from cancelling or terminating this Agreement regardless of any "force majeure" event occurring in the event a Client fails to comply with any of the ADAH guidelines stated herein after signing the contract, or a change in an already agreed-upon event which could affect the ADAH in a negative manner.

This Agreement, with attachments and privileges created herein, is nontransferable, can only be modified in writing signed by both parties, and is governed by the laws of the state of Alabama.

AGREEMENT

Client: _____

By: _____

Title: _____

Address: _____

_____

_____

_____

_____

Steve Wheat
ADAH Security and Facilities Manager
624 Washington Avenue
Montgomery, Alabama 36100-0100
334-353-4719 (O)
334-353-4359 (Fax)

ADAH Facilities Use Guide
Section F - Fee Schedule

Fees are payable to the Alabama Department of Archives and History (except as identified below) . All fees collected by the Department are deposited in and expended from the Archival Services Fund as provided under Chapter 41- 6-76, Code of Alabama 1975.

FACILITY	TYPE SETUP	BUSINESS HOURS (For-Profit) NOTE: $100 Added to Basic Fee for Equipment Use	BUSINESS HOURS (NOT For-Profit) NOTE: $100 Added to Basic Fee for Equipment Use	AFTER HOURS/ WEEKENDS (For-Profit) NOTE: $100 Added to Basic Fee for Equipment Use	AFTER HOURS/ WEEKEND (NOT For-Profit) NOTE: $100 Added to Basic Fee for Equipment Use
Alabama Power Auditorium	Theater	Less than 4 hours $350 Four to eight hours $600	Less than 4 hours $200 Four to eight hours $300	Less than 4 hours $700 Four to eight hours $1200	Less than 4 hours $500 Four to eight hours $700
Milo Howard Auditorium	Classroom/ Meeting Room/ Theater	Per Day $250	Per Day $125	Per Day $500	Per Day $250
E. E. Hale Room *SEE NOTE 1*	Reception	NOT AVAILABLE	NOT AVAILABLE	$1000 *PLUS* *SEE NOTE 1*	$500 *PLUS* *SEE NOTE 1*
Regions Board Room	Board Meeting	Per Day $250	Per Day $150	NOT AVAILABLE	NOT AVAILABLE
Judge Walter B. Jones Meeting/ Classroom	Meeting/Classroom	Per Day $200	Per Day $100	NOT AVAILABLE	NOT AVAILABLE
Lobbies & Milo Howard Auditorium *SEE NOTE 2*	Reception	NOT AVAILABLE	NOT AVAILABLE	$2000 *PLUS* *SEE NOTE 2*	$1500 *PLUS* *SEE NOTE 2*

NOTE 1 - E. E. Hale Room Receptions: Client is responsible for an additional fee of $100 directly payable to a custodial person (normally one) for Saturday, Sunday or Holiday events.

NOTE 2 - Lobbies/ Milo Howard Auditorium Receptions: Client is responsible for an additional fee of $100 each directly payable to each custodial person for Saturday, Sunday or Holiday events.