



## MORLEY ROOM RENTAL POLICY

During business hours, the Morley Meeting Room may be rented by community and nonprofit organizations for educational, cultural, or civic purposes. Reservations are on a first come, first served basis.

**Business Hours:** Mon-Wed: 10 am – 4 pm  
Thurs: 10 am – 6:30 pm  
Fri-Sat: 10 am – 4 pm  
Sun: 1:30 pm – 3:30 pm

**Pricing, Non-profits:** \$50

**Deposit:** A deposit of half the total charge will be due upon booking, with the balance due the day of the event.

If the fire alarms are set off, a fee of, but not limited to, \$350 will be assessed.

**Cancellation:** Renter may cancel up to **14 days prior** to the event and receive their deposit back. Within 14 days of the event, the deposit is non-refundable.

**Facility:** Room capacity: 65 participants  
Room dimensions: 21'6" x 60'

Tables and chairs will be provided. The room will be set up in your selected layout. (See Layout Options guide.)

Any changes to layouts or amenities must be made prior to the day of the meeting. Front desk staff will not be able to assist in layout changes on the day of the meeting.

Renter is responsible for setting up and removing any décor.

Clean-up must be completed and everyone out of the building at the time stated on the rental agreement, or an overtime fee of \$150 will be charged.

**Included:** Table & Chairs set-up/take-down  
12 or 30 Cup Coffee Urn  
Podium  
Microphone (wired and wireless)  
Television

**Restrictions:** This is a non-smoking facility.

No glitter, sequins, candles, smoke machines, dry ice.

Due to historic nature of the room, décor may not be secured to the walls.

**Alcohol:** Alcohol is permitted, but the sale of alcohol is prohibited.

**Parking:** Parking is available in the museum lot located off S. Warren Ave. Two-hour parking is also available on most streets.

**Miscellaneous:** All events must be contained to the Morley Room. Restrooms will be available. If you would like a guided tour for your guests (groups of 10 or more), please mention this at the time of your booking. Guided tours are an additional \$3/person.

It is recommended, but not required, to obtain a one-day rental insurance certificate from your insurance provider.