



**CITRUS COUNTY HISTORICAL SOCIETY
THE OLD COURTHOUSE HERITAGE MUSEUM
POLICIES AND PROCEDURES**

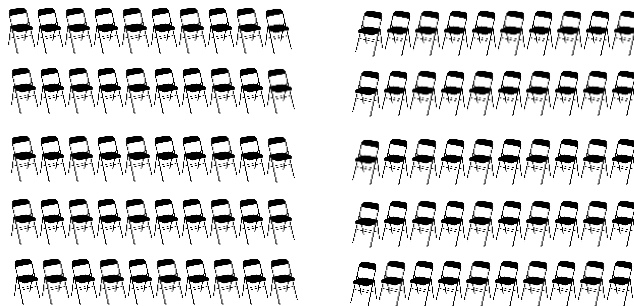
The user agrees to the following responsibilities:

1. User of the building shall abide by all established rules and regulations and shall obey all orders and directions of The Old Courthouse Heritage Museum staff.
2. Smoking is prohibited in all buildings, including restrooms and/or other rooms therein. Smoking is permitted outside in designated areas where smoking containers are located.
3. The Citrus County Historical Society assumes no responsibility for damage or loss of personal property.
4. Children under the age of 18 must be supervised by a competent adult at all times.
5. Littering will result in violators being denied use of the Museum for a period determined by the Manager.
6. All functions will end at 12:00 a.m.; on New Year's Eve the facility may extend the time for use to 1:00 a.m.
7. The users will provide their own PA systems.
8. Placement of furniture for an activity will not restrict the direct access to any emergency exit.
9. All personal equipment and effects must be removed from the buildings unless approved otherwise by the Manager or designee. Any equipment or effects left in the building after the rental period has expired will be removed and disposed of in accordance with state law.
10. Air conditioners will be set by the Manager or designee and will not be tampered with by anyone.
11. Trash will be removed to trash receptacles provided by the Museum. Excessive trash left on the premises will cause forfeiture of cleanup fee.
12. Museum interior furniture will not be used outside the building.
13. Automobiles and vehicles are to be parked in designated areas provided. Driving or parking on the grass area is strictly prohibited without special permission from the Manager or designee. Towing of vehicles will be at the owners' expense.
14. Pets are prohibited in all areas of the Museum. Walking of pets on the grounds is permitted. Animals must be leashed and animal waste must be removed by the

owner/person walking the pet in accordance with County Ordinance No. 2009-A13, § 1, 8-25-09. However, service animals for persons with a disability as provided in F.S. 413-08 are permitted.

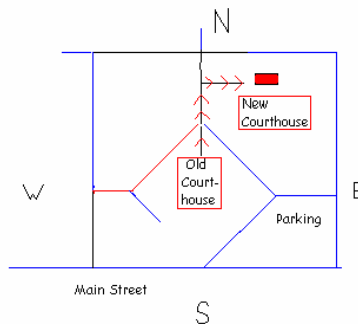
15. Equipment that is the property of a club, organization, or individual may be stored in designated areas with permission of management. The Citrus County Historical Society **does not** assume liability for any equipment stored.
16. The possession or use of any weapons or firearms within the building or upon the grounds shall be prohibited except for law enforcement officials.
17. Fireworks are not permitted within the building or upon the grounds.
18. Any violation of established rules and regulations may subject the violator to immediate revocation of rental privileges and cancellation of all reservations. In case of revocation all moneys paid on account thereof shall, at the option of the Manager, be forfeited.
19. The following items/activities are not allowed within the Museum: burning of candles; live plants (cut flowers are acceptable); alterations or decorations of the stairway rails, woodwork (including paneling, banisters, molding), walls, floors, etc. which require the use of tape, nails, tacks, or any other material which would permanently mar the surface.
20. Chairs must be re-set to original configuration:

5 rows on each side of room, 10 chairs in each row



Stage/Judge's Bench

21. All garbage must be taken out after your event, unless other arrangements have been made with the management. See below for location of dumpster that may be used. The dumpster is behind a fence in the parking lot of the new courthouse. The gate is not locked.



22. Rental of the facility pertains to the 2nd floor courtroom only. Prior notice and authorization are required for any activity on the 1st floor. Use of the 1st floor hallways will not include the galleries, unless staff is on duty.
23. Exhibits, displays and Museum property may not be moved, changed, or altered in any way to accommodate your event. Any questions or variations from this rule must be discussed with the Manager.
24. Food may not be left in facility overnight unless sealed properly. This includes refuse/garbage.
25. You are responsible for cleaning all spills that occur during event. Improper cleaning will result in forfeiture of cleanup deposit.
26. Our strict pest management policy prohibits the use of live plants.

INSURANCE AND SECURITY REQUIREMENTS

All users are required to get a special event insurance policy. The requirement is a one million dollar (\$1,000,000) coverage policy made out to Citrus County Historical Society, Inc. AND Citrus County, BOCC, a political subdivision of the State of Florida. RVNA (R. V. Nuccio and Associates, Inc.) is a popular choice for this insurance coverage.

A Citrus County off-duty Sheriff's Deputy is required when the event is outside the operational hours of the Museum. The Manager has the authority to require the user to furnish additional security officers depending on the attendance and type of event. Each individual/organization that is required to have security present is responsible for making their own arrangements with the Sheriff's Office, including payment.

A copy of the security contract as well as proof that the Deputy is gainfully employed with the Citrus County Sheriff's Office must be given to the Manager or designee ten (10) days prior to the date of the event.

To reserve a Citrus County off-duty Sheriff's Deputy, please contact Michelle Shomer at (352) 726-4488 or go online at <https://www.sheriffcitrus.org/request-off-duty-officer.php>

For additional questions regarding security requirements or insurance contact The Old Courthouse Heritage Museum at (352) 341-6429 or email lindsey.gilbert@citrusbocc.com