



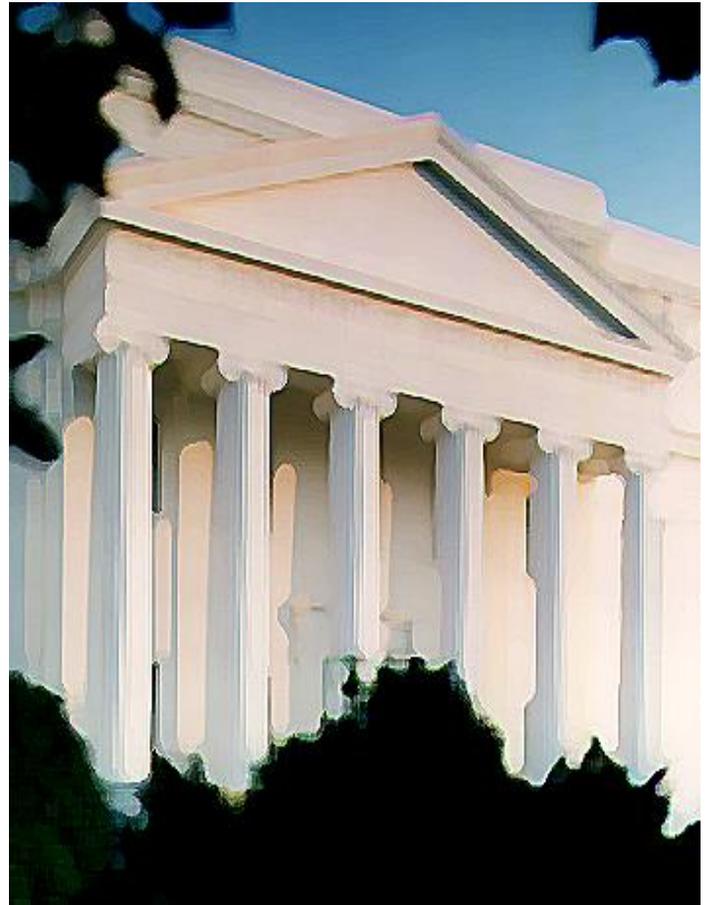
**In 1901, Alabama created the first state department of archives and history in the United States. Collections in the Alabama Department of Archives and History (ADAH) include the documents and artifacts that tell the story of the people of Alabama.**

**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 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 and Facilities Manager at (334) 353-4719.**



# **ADAH Facilities Use Guide**

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## 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 support for events if needed. All meeting rooms and auditoriums have Internet capability. The ADAH Audio Visual staff is responsible for audiovisual equipment and support. A small number of tables and chairs are also available. The Facilities staff are responsible for room set up, cleaning, and trash removal. There is an additional fee associated with equipment use, which includes compensation for staff time to set up and/or operate the equipment. 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 and Facilities 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 Joseph M. Farley Auditorium and Milo B. Howard Auditorium. The ADAH Audio Visual staff is responsible for audio-visual equipment and support. A small number of tables and chairs are also available. The Facilities staff are responsible for room set up, cleaning, and trash removal. There is an additional fee associated with equipment use, which includes compensation for staff time to set up and/or operate the equipment. 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 and Facilities 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 and Facilities 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 rental for outside events 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 and Facilities 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 Security and Facilities 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 Joseph M. Farley Auditorium, although the ADAH Audio Visual staff must configure the client equipment to the ADAH network if Internet access is needed. The ADAH 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 and Facilities Manager as part of the reservation process. The ADAH does not provide catering services and has no preference for caterers used at our facility.

Event setups and delivery of catered items must be coordinated with the ADAH Security and Facilities Manager. Setup for evening events may begin after 3:00 p.m. the day of 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 immediately following the event, or 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, and 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/crumby 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 returned 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 8:30 a.m. and must end by 4:00 p.m.; evening events should not start before 5:00 p.m. and should end by 8:00 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 and Facilities 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 is 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**

**Limited day-time parking is available in the Archives' Adams Avenue parking lot.** Street parking is available near the Archives. 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. **Payment is due the day 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 and Facilities 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 and Facilities Manager's Office at (334) 353-4719 to request the use of Archives facilities. The ADAH Security and Facilities 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. Reservations may be made up to six months in advance.

## **Setups and Maintenance**

Setup for events must be coordinated with the ADAH Security and 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 normal business and after 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 Security and Facilities 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 and tobacco-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 of 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](http://www.archives.alabama.gov).

**ADAH Facilities Use Guide**  
**Section B - Available Facilities and Equipment**

**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), 110 (Theater) or 80 – 100 (Seated Dinner)

**Equipment:**

- Podium
- Projection system and microphone
- Three ceiling-mounted speakers for audio projection
- Projection screen
- Choice of three room setups for meetings (**see below**)
- Wireless Internet connection
- Requires ADAH staff to operate equipment



**Joseph M. Farley Auditorium**

**Location:** First Floor - Bridges Wing

**Square Footage:** 1,750 sq. ft.

**Event Setup Styles:** Theater only

**Stage Dimensions:** 5 feet x 17 feet

**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

**E. E. Hale Room**

**Location:** First Floor, Bridges Wing - off Oclo S. Malone Lobby

**Square Footage:** 680 sq. ft.

**Event Setup Styles:** Reception Room

**Maximum Capacity:** 18 Chairs in a Social Setting

**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**

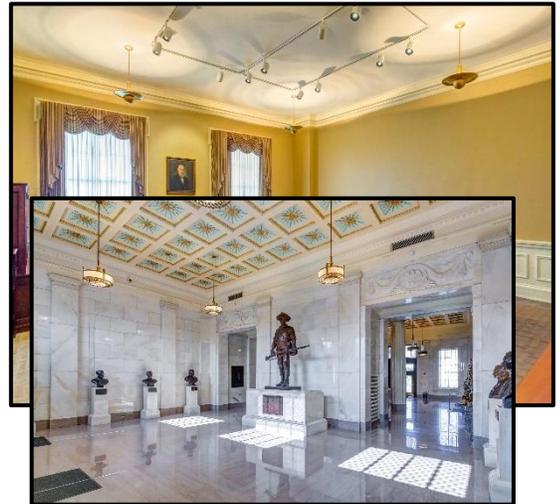
**Location:** Third Floor, Main Building

**Square Footage:** 728 sq. ft.

**Event Setup Styles:** Classroom

**Maximum Capacity:** Multiple classroom-type seating (8 tables & 32 chairs)

**Amenities:** Internet connection



**Main Lobby Reception Areas**



North Lobby



West Hallway

South Lobby

**Location:** First Floor, Main Building

**Square Footage:** 1,179 sq. ft. North Main Lobby  
972 sq. ft. South Main Lobby  
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 - 1<sup>st</sup> Floor Lobby (15 tables, eight persons **seated** at each table)

**Amenities:**

- Five narrow serving tables (72" X 18")
- Fifteen large tables (72" X 30")
- Twelve 5ft. round tables

**Milo B. Howard Auditorium Reception Area**



**Location:** First Floor, Main Building  
**Square Footage:** 1430 sq. ft.

**Event Setup Styles:** Standing reception or seated banquet (Multiple configurations). See ADAH Security and Facilities Manager for specific setup configurations.

**Maximum Capacity:**

**Reception:** 180 (Standing)

**Banquet:** 80 -100 persons - (12 tables - eight -nine persons seated at each table)

**Amenities Available:**

- Two large serving tables (72" X 30")
- Thirteen large tables (72" X 30")
- Twelve 5ft. round tables

**NOTE:** Other banquet amenities – table clothes, services, etc. are the responsibility of the client

## **ADAH Facilities Use Guide- Section C - Directions to ADAH**

### **Driving Directions from points north via Birmingham and I-65:**

Take I-65 South to Montgomery, then follow the signs for I-85 North towards Atlanta. From the I-65/I-85 junction, take Exit 1 (Court Street) onto the exit ramp (Arba Street). At the intersection of Arba and Union Streets, turn left onto Union. You will pass under the I-85 interstate onto Union Street – a one-way, four-lane street. (Caution: if you proceed on Arba you will be entering the on-ramp for I-85 North.) Continue north on Union Street. Turn left at the 4th traffic light onto Washington Avenue. The front of the Alabama Department of Archives and History building is to your left across from the Avenue of Flags on the side of the state Capitol.

### **Driving Directions from points south and west via Mobile and I-65:**

Take I-65 North to Montgomery and follow the signs to I-85 North towards Atlanta. After turning onto I-85 North, follow directions to the Alabama Department of Archives and History as indicated above.

### **Driving Directions from points east via Atlanta and I-85:**

Take I-85 South to Exit 1 for Union Street. Veer right onto South Union - a one-way, four-lane street. Turn left at the 3rd traffic light onto Washington Avenue. The front of the Alabama Department of Archives and History building is to your left across from the Avenue of Flags on the side of the state Capitol. On-street parking is available around the Archives building on Washington Avenue, Bainbridge Street, and Adams Avenue/Street. Limited off-street parking is also available in the Archives parking lot across from the rear (south) entrance of the building off Adams Avenue. Please note the south entrance bears the inscription *ALABAMA WORLD WAR MEMORIAL* above the doors.

### **Parking**

Metered on-street parking is available around the Archives building on Washington Avenue, Bainbridge Street, and Adams Avenue/Street. Free limited off-street parking is also available in the [Archives parking lot](#) across from the rear (south) entrance of the building off Adams Street. Please note the south entrance bears the inscription *ALABAMA WORLD WAR MEMORIAL* above the doors.

## 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 and Facilities 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

- Meet with the Security and Facilities 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 and Facilities Manager before the event to outline needs. **Remember, food, soiled dishes, 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, soiled dishes, 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 No:  
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](http://www.archives.alabama.gov).

**Event Details**

**Event:**  
**Date:**  
**Time:**  
**Place:**  
**Number:**  
**Set-ups:**

**Status (Check One):**

Private/Corporate (For Profit)       501-C-3 Not-For-Profit       State Agency

**Fee:**

**Payment is due the day of the event.** Checks should be made payable to "Alabama Department of Archives and History." 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)  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City/State/Zip Code)  
\_\_\_\_\_  
(Phone)

(s) S. Wheat  
Steve Wheat  
Administrative Division Director  
Alabama Dept. of Archives and History  
624 Washington Ave.  
Montgomery, AL 36130-0100  
(334) 353-4719 (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.

<b>Facility</b>	<b>Set-up</b>	<b>Business Hours (For-Profit)</b> <b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>	<b>Business Hours (NOT For-Profit)</b> <b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>	<b>After Hours / Weekends (For-Profit)</b> <b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>	<b>After Hours / Weekends (NOT For-Profit)</b> <b>NOTE: Plus \$150.00 Basic Fee for Equipment Use</b>
<b>Joseph M. Farley Auditorium</b>	Theater	Less than 4 hours = <b>\$450</b> Four to eight hours = <b>\$700</b>	Less than 4 hours = <b>\$300</b> Four to eight hours = <b>\$400</b>	Less than 4 hours = <b>\$800</b> Four to eight hours = <b>\$1,300</b>	Less than 4 hours = <b>\$600</b> Four to eight hours = <b>\$800</b>
<b>Milo B. Howard Auditorium</b>	Classroom / Meeting Room / Theater	Per Day = <b>\$350</b>	Per Day = <b>\$225</b>	Per Day = <b>\$600</b>	Per Day = <b>\$350</b>
<b>E.E. Hale Room</b>	Reception	Not Available	Not Available	<b>\$1,000</b> (Plus See Note 1)	<b>\$500</b> (Plus See Note 1)
<b>Regions Board Room</b>	Board Meeting	Per Day = <b>\$350</b>	Per Day = <b>\$250</b>	Not Available	Not Available
<b>Judge Walter B. Jones Room</b>	Meeting / Classroom	Per Day = <b>\$300</b>	Per Day = <b>\$200</b>	Not Available	Not Available
<b>Lobbies &amp; Milo B. Howard Auditorium</b>	Reception	Not Available	Not Available	<b>\$2,100</b> (Plus See Note 1)	<b>\$1,600</b> (Plus See Note 1)
<b>1<sup>st</sup> and 2<sup>nd</sup> Floor Lobbies, Milo B. Howard Auditorium, and access to museum galleries</b>	Reception	Not Available	Not Available	<b>\$3,000</b> (Plus See Note 1)	<b>\$2,500</b> (Plus See Note 1)

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