



# FACILITIES RENTAL INFORMATION



LOBBY



MESS HALL



SNOWDEN HOUSE



CONFERENCE ROOM



THEATRE



CLASSROOM

## AVAILABLE VENUES

| VENUE                        | MAX. CAP. | RATE              |
|------------------------------|-----------|-------------------|
| <b>MESS HALL &amp; LOBBY</b> | 225       | \$200.00 hourly   |
| 4 hours                      |           | \$750.00          |
| 6 hours                      |           | \$1,000.00        |
| 8 hours                      |           | \$1,250.00        |
| <b>SNOWDEN HOUSE</b>         | 100       | \$150.00 hourly   |
| 4 hours                      |           | \$575.00          |
| 6 hours                      |           | \$850.00          |
| 8 hours                      |           | \$1,000.00        |
| <b>CONFERENCE ROOM</b>       | 80        | \$125.00 hourly   |
| <b>THEATRE</b>               | 52        | \$125.00 hourly   |
| <b>BOARD ROOM</b>            | 25        | \$95.00 hourly    |
| <b>CLASSROOMS</b>            | 30        | \$75.00 hourly    |
| <b>IMAGINARIUM:</b>          |           |                   |
| 1-12 guests                  |           | \$120 for 3 hours |
| 13-20 guests                 |           | \$175 for 3 hours |
| 21-36 guests                 |           | \$250 for 3 hours |
| <b>PLANETARIUM:</b>          | 30        |                   |
| 1-11 guests                  |           | \$50.00           |
| 12-20 guests                 |           | \$100.00          |
| 21-30 guests                 |           | \$150.00          |

# POLICIES & PROCEDURES

The Grout Museum District (GMD), operated by the H.W. Grout Trust, manages and maintains a range of rooms available to rent for individuals, civic groups, and other organizations. As a private, non-profit organization, GMD is dedicated to fulfilling its mission of providing an understanding of the world through history and science. Guests are asked to support this mission by striving to protect our facilities, equipment, and grounds from damage. To this end, GMD has established policies outlined here in the best interests of our organization and our clients.

**APPROVAL:** GMD and its leadership reserves to the right to review and approve or disapprove, at least one month in advance of the event, all activities to ensure that they agree with the goals and objectives of the organization and its standards.

**RESERVATION REQUIREMENTS:** Requests for use of any of our rental facilities should be made at least one (1) month in advance of the scheduled event. No reservation is guaranteed until we receive a signed Facility Rental Agreement and deposit. If we “hold the day” while your reservation is still tentative, we will attempt to call you if someone else requests your date. However, if we do not receive confirmation of your interest by 5:00 p.m. on the next business day, we reserve the right to release the date to another party.

**DEPOSIT:** A refundable security deposit must be submitted with the signed Facility Rental Agreement, payable to Grout Museum District. If the facility is left clean, there is no theft, no damage, or no breach in contract, GMD will issue a check to return the deposit. If theft or damage occurs and the cost exceeds the amount of the deposit, clients will be billed for any additional expenses. A late fee of 1.5% per month will be assessed for accounts 30 days past due. The deposit will not be refunded until the facility has been inspected by GMD staff.

**TO RESERVE YOUR RENTAL SPACE CONTACT TRINITY FONTES:**

**EMAIL:** [TRINITY.FONTES@GMDISTRICT.ORG](mailto:TRINITY.FONTES@GMDISTRICT.ORG)

**PHONE:** 319.234.6357



BOARD ROOM



IMAGINARIUM



PLANETARIUM