

_____ Name (Organization/Individual	_____ Contact Person
_____ Address	\$ _____ Rental Fee
_____ Work Phone / Home Phone	\$ _____ Security Deposit
_____ Date(s) Requested	_____ Hours of Event
_____ Description of Activity	Yes _____ No _____ Will Alcoholic Beverages be served?

Rental Rates are as follows:

Rental Fee \$ _____	Security Deposit \$ _____
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Conditions of Use:

1. Two (2) checks are to be payable to Historic Georgetown Association (HGA), one for Security Deposit and the second for the Rental Fee. The Security Deposit check will be returned upon delivery of Key(s) to HGA and satisfactory inspection of premises.
2. Security deposit is required to secure rental date(s).
3. No smoking is allowed in any building.
4. Alcoholic beverages may only be used in moderation, in a responsible manner, and only in conjunction with a specific event. An additional deposit/cleaning fee may be charged.
5. Individuals or sponsoring organizations shall be responsible for all personal liabilities, injuries and property damage while facilities are being used.
6. No copies of HGA keys shall be made. Loss/theft of any HGA key shall be reported to the HGA contact person listed below immediately.
7. No furniture, photographs or other large furniture may be moved without prior approval.
8. All trash and garbage must be removed from the premises when leaving the premises.
9. All windows and doors must be closed and secured before leaving the premises.

NOTE: Failure to abide by these conditions shall be cause for denial of further use of the building(s) and grounds and forfeiture of security deposit. Before leaving the building(s) all lights must be turned off, with the exception of the outside security lights and window lights.

**PREMISES MUST BE LEFT AS CLEAN AS UPON YOUR ARRIVAL.**

I/We have read the above conditions of use and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joan L. Tyndall  
HGA Contact Person

HGA #855-5750 Cell #302-841-3447

**SEE ATTACHMENT**

## USE OF THE GEORGETOWN TRAIN STATION

TO: All Users

FROM: Historic Georgetown Association

In addition to our regular usages of the Georgetown Train Station the HGA Executive Board and Trustees also welcome groups throughout the community to hold their meetings at the “Station”.

Charges for use of the facilities are very minimal but there are certain rules and regulations that must be followed. They are:

- 1) **DO NOT MOVE OR DISTURB any pictures, books, desks, artifacts, P.A. system, brochures, posters or showcases.**
- 2) **Portable tables and portable chairs may** be set up, used and moved for appropriate reasons and needs but all of those tables and chairs are to be refolded or replaced as they were prior to your meeting or party.
- 3) **All floors must be swept clean and all garbage must be removed** from the premises at the end of the meeting.

**Please always keep in mind this station is open to the public as a railroad museum and showplace. Other guests and visitors may wish to tour or visit our station within minutes or hours after your meeting concludes. It is not always possible to have our custodian to immediately come in once your meeting is concluded.**