

Fulton County Historical Society Inc.  
37 E 375 N  
Rochester, IN 46975  
Phone 574-223-4436  
Web: [www.fultoncountyhistory.org](http://www.fultoncountyhistory.org) Email: [fchs@rtcol.com](mailto:fchs@rtcol.com)

**RULES FOR RENTAL OF FCHS MEETING ROOM/KITCHEN  
OR RICHLAND CENTER HALL/KITCHEN**

1. **All rentals are based on 4 hour time period (if you overstay your rental you are subject to \$25.00 hr. additional fee. Weddings receptions, auctions, and benefits (fish fries, etc) are based on two days of rental time. All renters have to sign liability waiver and will be given this set of rules.** All rentals subject to approval of Museum Director and Board of Directors. Permission for the use of the facilities and any adjustments of fees is subject to the same.
2. **NO ALCOHOL, SMOKING OR CONTROLLED SUBSTANCES ALLOWED.** No smoking within 8 foot of the entrances.
3. **Renter shall** sweep floor and mop up dirty spots (brooms and mops in utility room by kitchen), gather trash inside and outside and put in dumpster at north end of the building. Check restrooms for trash also. New trash bags available in cabinet by utility room.  
Tables and chairs need to go back on racks unless otherwise instructed. Tables need to be wiped down and put away clean. Make sure they are dry before you stack them.
4. **Kitchen** only has limited number of items available – coffee pots, kitchen towels & dish clothes, few silverware and serving spoons. (Permission for use of roasters, crockpots, etc. granted by FCHS Board/Museum Director with use only here at the museum facilities – subject to additional fee.)
5. **DO NOT TAPE ANYTHING TO WALLS with duct or masking tape.** This pulls the color off of the paneling. (Blue painters tape and thumb tacks are allowed.) Items must not damage the walls. Other decorations can be hung from the ceiling – but you will be charged if there is damage.
6. **NO SITTING OR STANDING ON TABLES – IF YOU BREAK YOU BUY A NEW ONE. NO EXCEPTIONS. DO NOT DRAG TABLES ACROSS THE FLOOR – PICK THEM UP – THIS HELPS FROM SCRATCHING THE FLOOR AND HELPS KEEP THE PLACE NICE.** Museum furniture cannot be taken outdoors or to the round barn. Older chairs and tables can be used on the museum porch.
7. **No dogs or other pets allowed,** except for those trained to assist handicapped.
8. Youngsters must be accompanied by adults responsible for their actions. Beware of where these kids are if outside – do not climb on big rock, etc. Be aware of incoming traffic into the parking lot.
9. **SOMEONE WILL BE IN THE MUSEUM OFFICE DURING THE TIME OF YOUR RENTAL – IF INTERESTED PEOPLE CAN OBTAIN PERMISSION TO GO THRU MUSEUM WHILE YOU ARE HERE.** Phone 574-223-4436 (this also rings into the caretaker's house).
10. **NO KEYS OR CODES TO ALARM SYSTEM WILL BE GIVEN OUT TO ANY RENTERS. SOMEONE FROM THE MUSEUM WILL UNLOCK FOR YOU WHEN YOU ARRIVE. THIS TIME SHOULD BE SET UP PRIOR TO ARRIVAL.**

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## Liability Waiver for Rental of FCHS Facilities

In consideration of the use of the premises of the Fulton County Historical Society meeting room and/or Richland Center Memorial Hall and/or Kitchen at the time specified below, the undersigned do jointly and severally hereby expressly stipulate and agree to indemnify and hold forever harmless the Fulton County Historical Society, FCHS Board of Directors, or Museum Director against any and all losses from any and all claims, demands, and action in law or in equity that may hereafter at anytime be made or brought for the purpose of enforcing any claim for damages on account of injury or loss sustained upon or in consideration with said use of the premises of the Fulton County Historical Society.

By signing this waiver I (the renter) agree to abide by the rules, which will be presented and also posted in both the FCHS meeting room and the Richland Center Memorial Hall. If damage is done to the facility I understand that I (the renter) will be liable for damages. I (the renter) understand that a deposit of half the rental fee will be made at time of rental to secure rental date. Deposits will be returned once inspection is done by (FCHS representative) at time of your departure.

Premises to be used: **FCHS Meeting Room/Kitchen**

**Richland Center Memorial Hall/Kitchen**

**Tiosa Meeting Room/Kitchen**

Rental Amount agreed upon \_\_\_\_\_

Deposit Amount agreed upon \_\_\_\_\_ Refunded 100% if everything is okay.

Date of use: \_\_\_\_\_

Time of use: \_\_\_\_\_

Dated this day \_\_\_\_\_ of month \_\_\_\_\_, 20\_\_\_\_.

Name of group or renter: (print) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature: \_\_\_\_\_ date: \_\_\_\_\_

FCHS staff: \_\_\_\_\_ date: \_\_\_\_\_

FCHS staff: \_\_\_\_\_ date: \_\_\_\_\_

**Amount paid** \_\_\_\_\_

RENTAL POLICY & FEE SCHEDULE FOR FCHS FACILITIES  
2025 Rates

All renters must sign liability waiver and make deposit (half of rental price) before the room date is secured.

MUSEUM MEETING ROOM includes kitchen & rest rooms –

RICHLAND CENTER MEMORIAL HALL includes kitchen & rest rooms

(Includes: Family Reunions, Birthday, baby or wedding showers, catered meals or monthly meetings.)

Based on 4 hours, plus \$25 each add. hour.

\$80 non-profit for under 50 people

\$90 non-profit for 50 to 90 people

\$120 non-profit for 90 to 130 people

\$140 non-profit for 130 to 170

\$170 non-profit over 170

ALL DAY RENTAL \$13000

\$100 for-profit group for 4 hour meeting, plus \$25 each add. hour.

Gun or craft shows \$250.00 (includes set-up day)

Wedding receptions - \$300.00 plus \$150.00 deposit (includes set-up day before)

Auctions - \$250.00 (A Day of Auction) Set-up \$100 per day

FISH FRY – RENT INCLUDES ELECTRIC AND TRASH REMOVAL \$350

Deposits will be kept and upon inspection of the room will be returned on the day of the event. Any damages will be deducted from deposit or deposit will be forfeited for coverage of damages.

OTHER PRICING SET BY THE Museum Director & Board of Directors

**Groups allowed to use rooms without charge are the following:** FCHS branches Genealogy section or Potawatomi Trail of Death Assn, Fulton County Historical Power Assn, Richland Township Assn., Richland Center Alumni, Richland Center I.O.O.F., Richland Center 4-H group, and Richland Center Tractor pullers.

## **Grounds rental**

**For grounds excluding museum & buildings, but including Trail area, buildings & Admissions booth 250 non-profit or \$50 for profit organization. Renter of grounds must provide portapots, insurance certificate, sign liability waiver, pay rent in advance, can be refunded except for \$20 if they don't use the grounds. The above are minimum charges. If admission is charged, FCHS will get 20% (non-profit) or 30% (for profit) of tickets sales. This is in addition to the rent. The minimum fee is still charged if the ticket sales are smaller than minimum fee. Fees may be waived or lowered by discretion of officers and Museum Director (For example if group is willing to help cut firewood, clean grounds, etc. in lieu of fees.)**

**Extra \$10 will be charged per electric hookup.**

**PA System rental - \$100 if used outdoors, in tents or round barn.**

**PA System free if used in meeting rooms.**

**PLEASE NOTIFY WITH CANCELLATIONS – 574-223-4436**

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