

Magnolia Room Use Protocol

___ 1. The LCMA event coordinator or a designated museum staff member will be on call prior to, during and after the event.

Lack of cooperation with LCMA in resolving problems, or illegal activities, will result in the event being terminated and the premises being secured.

___ 2. Lessee is responsible for setup and cleanup during their rental period and are required to leave the facility as it was found.

___ 3. The museum does not have adequate staff to set up tables and chairs. Lessee is responsible for setting up tables and chairs and taking them down and replacing them in the storage closet after the event. Please use care in moving tables and chairs to prevent damage to floors and walls. If lessee hires individuals to set up furniture, please share protocol information with them.

*The Magnolia Room Event Coordinator can provide names of persons who will provide this service if requested at least 2 weeks in advance. The cost is \$50 for set up prior to the event, \$50 for breakdown after the event and is payable to the persons hired. Lessee may choose to pay for one or both.

___ 4. Please get permission to move furniture in the lobby, theater room or any other area of the building. Furniture sliders or moving pads must be used to prevent damage to floors. Please replace anything that was repositioned immediately following the event.

When loading and unloading, nothing may be dragged on the floors or steps.

___ 5. Cleanup must be completed and all food, decorations, flowers, etc., must be removed by Lessee by 12:00 p.m. the following day of the event. Vendors or caterers must remove dishes on which food was served or eaten no later than the morning following the event.

___ 6. No alcohol is to be served to anyone under 21 years of age. No Alcohol is allowed anywhere in the Witherspoon Building outside of the Magnolia Room.

___ 7. The Witherspoon Building is a smoke free facility.

___ 8. Items such as rice, silly-string, confetti, glitter, tinsel, birdseed, bubbles, sparklers, and fireworks are not allowed anywhere on museum premises, including deck and entrance. Unlit fireworks and sprinklers may not be stored in the building.

___ 9. Nails, tacks, glue, staples, tape or any other wall or ceiling damaging items are prohibited in any part of the building, including the lobby.

___ 10. Do NOT hang anything from the sprinkler system, lighting, or ceiling.

___ 11. Cookers and fryers are not allowed anywhere on the premises including the kitchen. Open flames, other than food warmers, are not allowed. Lessee is prohibited from connecting and/or using generators or similar electricity producing equipment on the premises (including outdoor areas).

___ 12. Ice chests must be located on the deck.

- ___ 13. No animals, except service dogs, are allowed into, or around the premises.
- ___ 14. All performances shall comply with the Laurens City Noise Ordinance. No noise or music after 12:00 midnight.
- ___ 15. Rental tables and chairs must have rubber or protective caps on feet to protect the wood floors in the building.
- ___ 18. Caterers, musicians, photographers, florists, rental companies, and other services must be familiar with LCM policies and cooperate with museum staff and the LCM event coordinator.
- ___ 19. If a band will be present during the event, the band should be set up in the area to the left of the old elevator. Electrical wiring in that area will accommodate band equipment.
- ___ 20. No furniture, decoration or equipment shall be placed within three feet of any artifact or artwork within the LCM.
- ___ 21. Decorations shall not be applied to any wall inside of LCM.
- ___ 22. Decorations and equipment must not be placed in such a manner as to impede the flow of traffic, or to obstruct access to stairs, restrooms, or emergency exits.
- ___ 23. Per City of Laurens Fire Marshall:

Do not block glass doors, including the paned glass door leading to front stairwell with decorations, objects, or plants.

Do not block the double metal doors in the alcove near the front staircase. This is a fire door.

No tables, chairs, or objects may be placed in the entrance area to the deck.

No fireworks, including sparklers, are allowed in the museum or in the streets on the sidewalks or streets surrounding the city square.
- ___ 24. LCMA is not responsible for any items left or lost on the premises. Items left longer than five days become the property of LCMA.
- ___ 25. For your safety and the security of museum property, keep the entrance locked during preparations and clean-up. Monitor the door when open for guests or vendors.
- ___ 26. Do NOT rearrange lobby furniture.