



CITRONELLE HISTORICAL PRESERVATION SOCIETY

RULES OF USAGE FOR CIVIC CLUBS AND OTHER GROUPS

Citronelle Depot Museum

1. Absolutely no fires of any kind allowed. This includes candles.
2. Absolutely no smoking allowed in the building or on the property.
3. No alcoholic beverages allowed in the building or on the property.
4. No cooking in the kitchen.
5. There should be nothing taped or tacked to the walls of the Depot.
6. Users must clean up after each usage. (This includes restrooms, kitchen, and utensils.)
7. Please do not leave food or drink in the refrigerator.
8. All trash shall be removed from the Depot at the end of any activity. Please take all trash with you.
9. Do not drag chairs or tables, this will damage the antique floors.
10. No dancing is permitted as this will also ruin the floors.
11. Each user shall sign a copy of the rules stating that they have fully understood the rules of usage and will be responsible for seeing that said rules are followed.
12. Us of the depot shall be restricted to the regular meetings of Citronelle area civic clubs and their regularly scheduled activities
13. Paper goods must be furnished by each club.
14. If cotton tablecloths are used, please launder them and return them as soon as possible.
15. Set the air conditioner on 76 when you leave in the spring and summer and the heat on 65 in the fall and winter.
16. There shall be no parking except in designated parking lot.
17. The Citronelle Historical Preservation Society can not assume responsibility for any items (serving dishes, serving utensils, silver, etc.) left in the depot.
18. Sweep or dust mop floor after each use. Leave kitchen and bathrooms clean and in order.
19. The key may be picked up the day prior to the event and should be returned the day after. Please call (251) 866-7730 to make arrangements.
20. No fixtures or furnishings shall be removed from the depot.
21. We do not have space to store records, scrapbooks, etc.
22. A rental fee of \$125.00 will apply to all other groups in addition to a refundable deposit of \$75.00.
23. A copy of these Rules of Usage are posted in the depot.

I have carefully read the Rules of Usage for the Citronelle Depot Museum. I understand that the use of candles or any other type of flame in the depot is strictly forbidden.

Signature

Name of Organization

Date