

# The Redfield Historic Chicago & Northwestern RR Depot Use Policy

There are no user fees for the Redfield Historic Chicago & Northwestern RR Depot. Donations are accepted.

**1\*** The Depot **cannot** be used for private for profit or personal gain activities, Examples: Tupperware, Mary Kay, Pampered Chef, etc. **Nor**, can the Depot be used for private Christmas parties, class/family reunions, bridal/baby showers etc. **Exceptions** are City Tourism Committee sponsored events.  
*(Adopted City Council Meeting 2-4-08)*

**2\*** Non Profit Service and Educational groups are encouraged to use the Depot: Including but not limited to the Boy Scouts, Girl Scouts, Spink Co. Historical Society, Chamber of Commerce.

**3\*** The Redfield City Council and Tourism Committee reserve the right to refuse the use of the Depot to any party as seen appropriate in order to protect the irreplaceable museum contents.

**4\*** The Depot will not close during regular hours for outside groups.

**5\*** Alcoholic beverages are not allowed to be consumed or sold at the Depot building or on the Depot grounds with out first obtaining the appropriate license from the City of Redfield Council in accordance with state and local laws. Proof of insurance will be provided to the City of Redfield at the time of application for the license.

**6\*** No one Except Tourism Committee Members & City Employees will be allowed to move any of the displays. Arrangements for set up are to be made with the Tourism Committee prior to the event. Also Prior arrangements are to be made with the Tourism Committee for use of the electronic equipment.

**7\*** Groups using the Depot are responsible for cleaning up. All garbage will be removed from the building. If the building is not cleaned or the garbage removed, the group will not be allowed to use the Depot in the future.

**8\*** Any group wishing to use the Depot shall contact the Finance Office at City Hall to arrange for the date, time, room and equipment. The person who signs the key out will be the person held responsible for the care of display items and cleaning up. The Key will be returned to City Hall within 24 hours of the activities end.

**9\*** All accidents including damage to displays, equipment or people are to be reported immediately to the Finance Office at City Hall

*(Adopted City Council Meeting 2-19-08)*