

HISTORIC NEW HAVEN SCHOOL RENTAL CONTRACT

- Thank you for booking your event at the Historic New Haven School, 810 Maupin. Your group will have exclusive use of the two adjoining first floor classrooms and the kitchenette beginning at 10:00 a.m. on the day of your rental. The facility provides 6 round tables, 4 rectangular tables and 56 chairs. You may arrange tables and chairs as needed and leave them in place when you leave. There is a single shared bathroom in the reception area outside of the classrooms.
- There may be other people in the building during your rental period. The museums may have guided tours and other areas of the building or grounds may be accessed by building management. The privacy of a group using the historic classrooms is a priority.

Please assist us in keeping the school in good condition and in compliance with City ordinances by observing the following rules:

- NO SMOKING in the building.
- NO FASTENERS OR TAPE ON WALLS OR CEILING FANS
- AVOID PARKING IN FRONT OF NEIGHBORHOOD MAILBOXES AND DRIVEWAYS.
- Rental activities are limited to the reserved classrooms, shared reception area and bathroom.
- Rental guests may not use the staircases or access the upper or lower levels of the building unless escorted by management.
- Children must always be accompanied by an adult.

The New Haven Preservation Society assumes no responsibility for accidents that occur at an event or while guests are on the property.

PRIOR TO DEPARTURE:

1. REMOVE ALL TRASH AND RECYCLING FROM PREMISES AND GROUNDS.
2. Please clean the classrooms, restroom and hallways as much as possible, making sure there is no trash under the tables or on the chairs. Wipe up sticky or soiled areas on the floors, tables or counters. Brooms and mops are in the janitor’s closet at the end of the north hallway. A small vacuum cleaner is kept near the refrigerator. Please empty it after each use.
3. Wash any facility dishware and utensils you may have used. Please leave used towels/cloths in the kitchen sink.
4. Please remove all carry-in items upon departure. Items left behind will be donated.
5. Please pull down window shades and reset thermostats to 55 degrees (heat) in winter or 80 (cool) in summer.
6. Close classroom and bathroom doors when leaving the building. DO NOT CLOSE THE DOUBLE SLIDING DOORS.
7. Lock the front door and return the key as instructed by the Rental Coordinator.

FOR YOUR INFORMATION:

- Six round and two rectangular cloth table covers are available for rental at \$5.00 each. No other table covers are provided.
- Should an electrical circuit trip, please call the Society President at 314-650-4833.
- Please report any breakage or damage that might occur. The renter is responsible for the cost of replacement or repair of any breakage or damage that might occur during this time.

2025 Rental Rate: \$150.00 per day: Check in after 10:00 a.m. Check out 11:00 p.m.

Security Deposit: \$50.00, which will be returned the week after the event if no damage is found.

Full payment of \$200.00 is required to make a reservation. Will be refunded if cancelled by email 30 days prior to reserved date.

The undersigned renter agrees to the rules listed above. Printed name of Renter: _____

Renter’s Signature: _____ Today’s Date: _____

Renter’s Address: _____ Phone: _____

Name of Event: _____ Event Date: _____ Time: _____ No. of Guests: _____

Cloth Table Cover Rental if desired: (\$5.00) # of covers _____ Total Balance due: _____ day of event.

Please return contract as soon as possible to reserve your preferred date.

TO REQUEST INFORMATION ON AVAILABLE RENTAL DATES, EMAIL NEWHAVENPRES@GMAIL.COM OR CALL ERIN AT 314-650-4833.

Rental form and deposits should be sent to: New Haven Preservation Society, PO Box 338, New Haven, MO 63068.
Credit card payments are accepted on our website: newhavenpreservationsociety.org/meeting-room-rentals/