

LBJ Museum of San Marcos

131 N. Guadalupe – Post Office Box 3, San Marcos, TX 78667

512/353-3300 – [www.lbjmuseum.com](http://www.lbjmuseum.com)

### **FACILITY LEASE AGREEMENT**

Several designated areas of the LBJ Museum of San Marcos are available for lease by organizations and individuals for parties, meetings, receptions and special events. The specific areas available for reservation include the following:

Second floor Auditorium [capacity 100]

Second floor Meeting Room [capacity 30]

Second floor Exhibit Area [capacity 75]

First floor Main Museum Exhibit Area is available on a limited basis for smaller groups [capacity 30-50]

For reservations, facility use donations vary according to several factors, including local governmental entities and Texas State University affiliation; non-profit and service organizations; for-profit organizations; and individuals hosting private events. There is a 50% discount for Museum donors.

Facility use is restricted to non-partisan political groups.

Application should be made by the authorized agent for Lessee 14 or more days in advance on the reservation form provided by the Museum. No person, firm or corporation shall use any space or the facilities without executing a written reservation agreement. You must have a copy of your reservation agreement with you during the event. Acceptance or rejection shall be at the discretion of the Museum's Board of Directors. A designated, identified adult representative of the Lessee must be present for the duration of all events.

The following terms of use apply:

**SECURITY DEPOSIT:** A \$100 security deposit and \$25 cleaning fee shall be paid at the time of filing the Application. A separate check must be submitted for the deposit to be held uncashed and returned or destroyed within 2-4 weeks after scheduled event unless there are deductions for any misappropriation or damages caused by Lessee or its invitees.

**CLEAN UP:** Lessee is responsible for basic cleaning of the area used. Litter or trash shall be deposited in the receptacles provided in the facility. Items left by the Lessee over 25 days after the event become property of the Museum Board.

**DECORATIONS:** Only freestanding decorations are permitted in the facility. No decorations may be hung from the ceiling or attached to walls. Nails, tacks, tape or other affixing devices are prohibited. Glitter, small confetti and loose, helium-filled balloons are prohibited.

**MUSEUM PROPERTY:** Tables, chairs and certain other property owned by the Museum are available for use by the Lessee. All other fixtures, displays, artifacts, art, photos, archives and museum furniture are not available for use. These items have intrinsic value; care for their preservation should be exercised. Any relocation of said property must be pre-approved. All doors and windows should be secured prior to leaving the facility.

**ALCOHOL:** Alcohol is allowed at facility events but must be served by a TABC trained server. No alcoholic beverages may be sold.

**SMOKING:** Smoking is strictly prohibited inside the facility

**CANCELLATIONS:** All cancellations must be made timely and in writing by personal delivery, email, fax or mail. Facility use donations will be refunded only as follows: Full refund if at least 30 days prior to event; ½ refund if at least 14 days prior to event; forfeiture if less than 14 days prior to event.

**VARIATIONS:** Variations from this agreement shall be approved only by express consent of the LBJ Museum Board of Directors or its appointed representative.

**USER BY EXECUTING THIS AGREEMENT AGREES TO INDEMNIFY, DEFEND AND HOLD THE LBJ MUSEUM BOARD OF DIRECTORS, ITS OFFICERS, AGENTS, EMPLOYEES, CONTRACTORS AND VOLUNTEERS HARMLESS FROM ANY LOSS, ATTORNEY FEES, COURT FEES AND OTHER COSTS, OR CLAIMS ARISING OUT OF THE USER'S USE OF THE FACILITIES.**

**FACILITY USE DONATIONS:**

**FIRST FLOOR - \$75/HOUR**

**SECOND FLOOR MEETING ROOM - \$40/HOUR**

**SECOND FLOOR EXHIBIT AREA - \$50/HOUR**

**SECOND FLOOR AUDITORIUM – \$50/HOUR**

**COMBINATION EXHIBIT AREA AND AUDITORIUM - \$75/HOUR**

**COMBINATION MEETING ROOM, EXHIBIT AREA AND AUDITORIUM - \$120**

\$100 security deposit and \$25 cleaning fee apply to each area.

Facility use donations and fees may be waived/reduced at the discretion of the LBJ Museum Board of Directors or its representative.

**LBJ MUSEUM OF SAN MARCOS  
FACILITY RESERVATION APPLICATION**

Name of \_\_\_\_\_

Lessee/Agent \_\_\_\_\_

Representing \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_ to \_\_\_\_\_

Event description \_\_\_\_\_

Number of persons expected \_\_\_\_\_

Specific area requested to be used: First Floor \_\_\_\_\_

Second Floor Auditorium \_\_\_\_\_

Second Floor Exhibit Area \_\_\_\_\_

Second Floor Meeting Room \_\_\_\_\_

Characterization of Organization: Non-profit \_\_\_\_\_

City affiliated \_\_\_\_\_

County affiliated \_\_\_\_\_

Texas State University affiliated \_\_\_\_\_

Service organization \_\_\_\_\_

Individual \_\_\_\_\_

Other \_\_\_\_\_

Address \_\_\_\_\_

Street/PO Box

City/State/Zip

Phone(s) \_\_\_\_\_

Driver's license no. of Lessee/Agent \_\_\_\_\_

**I have read and understand the contents of this entire agreement, and I/we will be responsible for all incurred costs of the event unless other arrangements are made.**

\_\_\_\_\_  
Lessee or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness: Authorized agent of LBJ Museum

## **LBJ Museum of San Marcos Event Catering Check List**

It is highly recommended that the caterer contracted by organizations or individuals visit the LBJ Museum of San Marcos prior to the event they are catering. The museum is open from 10 a.m. to 5 p.m. every Thursday, Friday and Saturday. For an appointment outside of open hours, call the operations manager at 956-545-8776.

1. Foods served at the museum that require cooking may not be prepared on-site.
2. The caterer or the event host/sponsor is responsible for disposing of waste products generated by the event.
3. The facility should be left in the same condition that it was prior to the start of the event.
4. All alcoholic beverages offered at an event must be served by a TABC certified server.
5. For events held on the first floor of the museum, the caterer is welcome to use the back portion of the facility as the food staging area; however, the back exit may not be blocked at any time. Blockage of the back exit is a fire code violation.
6. Service set-up must be approved by the museum operations manager or board members working the event.

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Portion of Facility to be used \_\_\_\_\_

Event Sponsor/Host \_\_\_\_\_

Sponsor/Host Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Contracted Caterer \_\_\_\_\_ Phone # \_\_\_\_\_

Caterer Arrival Time \_\_\_\_\_

**This check list has been reviewed and agreed to by the following individuals:**

LBJ Museum Staff \_\_\_\_\_

Event Sponsor or Host \_\_\_\_\_

Catering Company Representative \_\_\_\_\_