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**POLICIES & PROCEDURES**

**NOLENSVILLE HISTORICAL SOCIETY**

**7248 Nolensville Road**

**Nolensville, TN 37135**

**Adopted:**

**December 2023**

**Amended Oct. 27, 2024**

Our mission is to promote a knowledge and awareness of the historical heritage of Nolensville and the surrounding areas, and to promote the preservation and restoration of historic sites in and around the Nolensville community.

***The Nolensville Historical Society abides by Title VI of The Civil Rights Act of 1964 and does not discriminate based on race, sex, religion, color, national or ethnic origin, age, disability, or military services in its policies, or in the employment of, its programs, service or activities.***

**PURPOSE**

This Manual contains the day-to-day guidelines necessary for the successful management of the Nolensville Historical Society (hereinafter “NHS”) and includes duties and responsibilities of the **board of directors**, the **executive officers**, paid staff members, and committee chairpersons. It is a supplement to the NHS Bylaws which will prevail in the event of conflicts in interpretation. This document combines the contents of two **previous publications**, “**Processes and Procedures**” and “**Duties and Responsibilities**” dated **October** **14, 2019.**

This manual has been approved by the **board of directors (hereinafter the “board”)** on the recommendation of the **executive officers (hereinafter “officers”)** and will be revised by them as necessary.

Members shall receive an electronic copy of this document upon joining the Nolensville Historical Society and anytime thereafter when it is revised or updated by the **board**. The **secretary** is responsible for the retention of this document.

All members should become familiar with and abide by the Policies & Procedures set forth in this manual. Members may suggest additions, deletions, or changes via written request to the **president**. The **board** can accept, modify, or decline suggestions for inclusion in this manual.

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**ACTIVIT IES OF NHS**

All activities of NHS and its members shall be to promote awareness of NHS and its mission. As a nonprofit 501(c)(3) organization, no part of the activities of Nolensville Historical Society shall be the carrying on of propaganda or attempting to influence any legislation. This includes the participation in, or intervention in any political campaign on behalf of (or in opposition to) any candidate for public office.

**BOARD OF DIRECTORS**

The success of the Nolensville Historical Society (hereinafter “NHS”) depends on the effective management of its human resources, as well as its financial and physical resources.

* Per *Bylaws Section IV –* ***board of directors****,* the **board of directors** consists of all NHS Officers and any other person elected by members of the organization.
* Each Director shall be elected annually to serve a term of one year, or until the director’s successor is elected. Directors may be re-elected for two successive terms.
* There shall be at least three directors, and not more than nine.
* Directors are responsible for supervising the business and affairs of NHS.
* Voting on business matters and financial transactions is the responsibility of the Directors.

**BYLAWS**

An electronic copy of the NHS Bylaws shall be sent to all new members and posted to the NHS website when an amendment has been approved. **Board** members and officers shall be adequately familiar with the bylaws when setting policy and handling the affairs of NHS. Any change in the bylaws must be approved by membership vote.

**COMMITTEES**

The **president** shall appoint the chairperson of all standing and ad hoc committees during the **first** **quarter of the fiscal year** and anytime thereafter as necessary.

The **committee chairperson** shall be responsible for appointing the members of the chairperson’s committee from among the membership and notifying the **secretary** of such committee members. Members of committees must be current on their dues to serve on a committee and to vote on matters of the committee.

NHS Members interested in serving on a committee may contact the committee chairperson and request to be added to the committee.

The **committee chairperson** shall report to the **president** and report any committee decisions and/or recommendations to the **board**. All committees shall meet as often as necessary to perform duties related to their committee’s purpose as defined in the NHS Bylaws or as assigned to them by the **board**.

Each committee chairperson shall be prepared to present a report to membership at all membership meetings at the **president**’s request. Report shall include any committee activities (past, present, or future) or committee needs.

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities of the **NHS Board of Directors** (**hereinafter “directors”)** **Executive Board of Officers** (**hereinafter “officers”),** Independent contractor/agents (such as the **museum director**, **assistant museum director**, and **facility rental manager**), and chairpersons (such as the **facility manager**) are meant to enhance performance, encourage productivity, establish expectations, and prioritize duties of each position. These instructions are intended to allow current and incoming directors, officers, agents, and chairpersons to understand the responsibilities expected of their position.

Notification of any responsibility and/or duty changes will be sent to the persons and positions affected. Any changes to respective responsibilities and/or duties shall be in accordance with NHS Bylaws and be approved by the **board of directors**.

**COMMUNICATIONS**

All NHS communications to NHS membership or to the public via written correspondence, the NHS website, or any other public or social media must have prior approval from the **president**.

All email addresses, social media, websites, internet accounts, or google voice/phone numbers used in the name of NHS must have approval by the **NHS Board** before being created. All sign-in information (login, passwords, verifying phone numbers, recovery options) must be provided to the **NHS Secretary** to keep on file. Administrators of any such accounts will be approved by the **board.** Use of such accounts are limited to official NHS business. Personal use of these accounts is prohibited.

Information, dialog and/or photos posted on any NHS bulletin boards (i.e., cafeteria, gym, and museum foyers) social media, internet accounts or newsletter must be in good taste and relevant to the purpose and mission statement of the Nolensville Historical Society. Renters and other users of NHS facilities may post a flyer on NHS bulletin board, provided it meets the same standards of relevance and good taste and is approved by the **NHS President** or designee, and if involving NHS facility renters, the **NHS Facility Rental Manager**. Confidentiality of sensitive information must be observed. Contact information with phone number may be posted on bulletins and marquee only with written/signed consent of the individual owner of the information. Established guidelines as approved by the **NHS Board** for the NHS newsletter, social media (including NHS Facebook Page) and the NHS website shall be provided to the **Public Relations and** **Internet Media Committee** to ensure compliance.

Cards may occasionally be sent to an NHS member or to family of members. Such communication shall be limited to or for immediate family members. The responsibility for sending cards lies with the **membership committee**. All rules under the confidentiality section of this manual shall apply.

U.S. mailbox access and mail retrieval shall be limited to individuals approved by the **board**. By law, a mailbox is intended only for receipt of postage-paid U.S. Mail. A person found guilty of doing so could be fined up to $5,000 or organization $10,000.

**CONFIDENTIALITY**

NHS members, staff and volunteers must protect and avoid undue intrusion of the private information of its members and affiliates, including a member’s personal phone number, e-mail address, and home address contained in NHS membership files. Collect and use only information required for conducting official NHS business by **board members** and/or **chairpersons**. Personal information or private matters of individuals shall not be disclosed to the membership or public without the member’s permission. Use of membership information shall be limited and in accordance with Bylaw Sec. 3.12 (b).

**EVENTS – Advertising, Promotion & Fundraising**

**ADVERTISING & PROMOTION -** All planned advertising and/or promotion of NHS events must be reviewed and approved by the **president** or designee prior to implementation.

* The **Public Relations and Internet Media Committee** will oversee or assist in the advertising and promotion of all NHS events.
* The **Facility Rental Manager** shall be responsible for changing or updating the marquee for events as needed or required by the **board**.
* **CALENDAR -** NHS events planned to take place at the historic Nolensville school, including the grounds/parking area, shall be approved by the **board** and will be subject to availability on the NHS Facility Event calendar.
* **CONFLICTS -** Occasionally, an NHS event requiring use of the facility may conflict with reservations secured by outside renters. Rental reservation agreements may not be moved or cancelled for NHS events without approval by the **board**. Although NHS events take precedence, pre-arranged rental reservations should only be moved or canceled in emergency situations and after careful consideration by the **board**.
* **COMMUNITY -** Many NHS events are open to the public. NHS may also participate in select community events and projects as approved by the **board**.
* **FINANCIAL -** Income or expenses related to advertising, fundraisers, events, or programs are subject to the rules and policies set forth under the financial section of this manual.
* **FUNDRAISERS -** Any fundraising ideas, reward programs, actions, or events in the name of NHS shall be presented to the **president** and/or **board** for approval. All such activities shall be conducted in accordance with applicable federal, state and/or local requirements or laws.
* **INFORMATION -** Information and volunteer opportunities for NHS events will be emailed to all members, communicated in NHS newsletters, placed on the NHS website, posted on approved social media accounts and/or announced at general membership meetings.

**EXECUTIVE BOARD OF OFFICERS**

* The **executive board of officers** consists of a **president, vice president**, **secretary**, **treasurer**, and the **immediate past president** as elected by the members of the organization. In addition, each officer shall serve on the **board of directors**.
* Officers serve under the direction of the **board of directors**.
* Officers shall be elected annually to serve a term of one year. An **officer** may not serve in the same office for more than two successive terms.
* Officers are responsible for direct involvement in managing the daily aspects and affairs of the organization. Each **officer** has a set of responsibilities and duties which are set forth in the NHS Bylaws and Policies & Procedures manuals.
* The **president** and **secretary** may not hold any other executive officer position during their term.

**ELECTION OF EXECUTIVE BOARD (OFFICERS)**

* Nominees shall be named, and officers shall be elected by majority vote of the membership at the annual NHS meeting each **September**.
* Newly elected individuals will be installed as *officer-elects* at the **November** membership meeting with their term beginning on **January** 1st of the upcoming calendar year.
* Following their installation in **November**, officer-elects shall begin a transition time to train and work with the outgoing officers until their term begins.

**PRESIDENT**

* The **president** shall preside at all meetings, provide leadership, and have executive supervision over the activities of the society within the scope provided by the NHS Bylaws.
* The **president** shall choose all standing committee chairpersons during the **first quarter of the fiscal year** and anytime thereafter as necessary. When necessary, the **president** will create any desired Ad Hoc Committees and name the chairpersons for such committees. The **secretary** shall be kept informed of all chairpersons named for NHS committees. The chairpersons will be announced by the **president** at the following membership meeting whenever an update or change occurs.
* The **president** must give prior approval for all NHS communications sent to the membership or to the public via written correspondence, the NHS website or any other public or social media forum.
* The **president** will determine meeting agendas 7-10 days in advance of meetings and forward to the **secretary** for distribution to members. **Membership meetings** will occur alternately with **officer meetings** every other month as follows:
  + **Membership meetings:** **January**, **March**, **May, July, September**, **November**
  + **Officer meetings:** **February, April, June, August, October, December**
* The **president** shall review minutes of all regular meetings and approve for distribution to the general membership or **board of directors** as appropriate, no later than seven days following receipt of draft minutes from **secretary**. (Note: **Secretary** shall forward draft meeting minutes to the **president within seven days of meeting**). This includes all special meetings, to be approved at the next membership or **board** of directors’ meeting.
* The **president** shall oversee the activities of the Museum Director, Assistant Museum Director and Facility Rental Manager and shall work with the Directors/Officers as needed to modify their compensation and/or responsibilities.
* The **president** shall officiate naming of officers to be elected by majority membership vote at the annual NHS meeting each **September**. The president will then officially install *officer-elects* at the **November** membership meeting with their term beginning on **January** 1st of the upcoming year. Once the **new president** is formally officiated, the **officiating officer** officially pivots to the position of “**immediate past president**.”

**VICE PRESIDENT**

• The **vice president** shall understand the responsibilities of the **president** and be able to perform these duties in the **president's** absence. The **vice president** shall also work closely with the **president**, receiving direction and rendering assistance to the **president** as needed. The **vice president** shall prepare to serve a future term as **president** if necessary.

• The **vice president** is responsible for establishing programs of historic interest for presentation to membership and the local community. Programs will generally occur during NHS Membership meetings but may occasionally be scheduled for alternate dates and open for the community at large. Programs on subjects of interest (as approved by the **president** and/or **directors**) should aspire to encourage new members, and to meet the stated mission of the society to promote a knowledge and awareness of the historical heritage of Nolensville and surrounding areas, and to promote the preservation and restoration of historic sites in and around the Nolensville community. The **vice president** will schedule program speakers as well as design and arrange for all speaking event advertising through signage, fliers, social media, local news, advertisement venues, and other ways to inform and invite members and guests for maximum attendance. **Vice president** will confirm speaker information is updated on the approved agenda and announced **at least 7-10 days prior to membership meeting**. Ideally, NHS programs will include a guest speaker at each membership meeting and at least one special history program or speaking event open to the Nolensville community each year. Programs prior to membership meetings shall be **limited to 30 minutes or less**.

• The **Vice president** shall assist the **president** in developing and implementing officer transition plans.

**IMMEDIATE PAST PRESIDENT**

* + The **immediate past president** shall act in an advisory role, assisting and supporting the **president**.
  + The **immediate past president** will assist new Directors and Officers with training and orientation to their position.
  + The **immediate past president** shall be the chairperson of the Nominating Committee for recruitment of new **directors** and **officers**.
* The **immediate past president** shall serve on the Welcome Committee.
* The **Immediate Past President** shall be prepared to perform the duties of the **president** in the absence or disability of the **president** and **vice president**.

**SECRETARY**

* The **secretary** is responsible for preparing correspondence at the direction of the **president** and/or Directors for general communication to the members of the society and the public. The **secretary** shall set up group email labels for NHS members and **members of the** **board** on Google Docs and oversee the incoming of general communications for the society and shared information on Google Docs. The **secretary** will monitor incoming email and forward to appropriate individuals in the organization.
* Announcements, posts, or any communication emailed or placed on the cafeteria, gym, and museum foyer bulletin boards, the roadside marquee, NHS website, public or social media to the membership or public must have prior approval from the **president** or a designee. Such correspondence representing NHS should be edited by at least two **members of the board of directors** before publication if possible (barring time constraints). All such correspondence requests should be forwarded to the **secretary** at least 48 hours prior to publication time.
* **Secretary** will ensure that all published photographs contain captions below the photo containing the following: a summary/description of photo subject matter, name, and title of all individuals in photo, date and location of photo, and photographer. No photograph will be published in a public forum without written permission or a signed media release by individuals shown in photos, especially for children under 18 years of age.
* The **secretary** shall electronically distribute meeting agendas as supplied by the **president**, to society members **at least five days prior** to any meeting. Recorded minutes of all regular meetings will be reviewed by the **president** and approved for distribution to the general membership **within two weeks after the meeting**.
* **Secretary** will attempt to record guest speakers and post recordings on Google Docs for downloading to museum archives. Attendees will be notified if a meeting, or any portion of a meeting is being recorded by digital device. The **secretary** shall record the names of each member, Director and Officer in attendance and make sure quorums are met as necessary. Names of attendees shall be filed with the minutes. The **secretary** shall ensure that business decisions made at any meeting is recorded in the minutes. Minutes accepted and approved at a meeting will be signed by the **secretary** and retained as required by law.
* Members approved by the **secretary** and Directors/Officers may assist and support the **secretary** with communications duties and ensuring legal compliance.
* The **secretary** shall become familiar with the NHS Bylaws and Policies & Procedures.
* The **secretary** **secretary** will advise the **directors** and **officers** of the current bylaws to ensure that notices, member activity, business transactions and/or any decisions of the organization are made in accordance with the NHS Bylaws and Policies & Procedures.
* The **secretary** is responsible for updating guidance documents (Policies, Procedures, Duties and Responsibilities) when changes are made, or new policies & procedures are established by the **directors/officers**.
* The **secretary** shall send an electronic copy of the NHS Bylaws and Policies, Procedures to all new members and notify all members when a change has been approved. In the event a member does not participate in electronic communications, the **secretary** will notify the member on where to find the documents on the NHS website and offer to provide them at the next membership meeting. The **secretary** shall serve on any Bylaws or Ad Hoc Committee created by the **president**.
* The **secretary** will assist in indoctrination of new members per instructions on page 38, under the **Membership** policies & procedures heading of this document.

**DOCUMENT AND RECORD RETENTION**

* The **secretary** shall maintain all legally required and important documents, contracts, reports, files, and sensitive information of the organization, and shall include an “as of” date on all documents. The Secretary shall store these items together in a secure location with access only by the **executive officers.**
* The **secretary** will compile, and keep current, a contact list of directors, officers, members, committees, and chairpersons. All contact information for members will be used to conduct necessary and lawful business associated with the NHS mission statement. Contact information will only be disclosed to other members for purposes related to their interest as a member or as it relates to NHS. The **secretary** shall maintain a sense of confidentiality regarding personal records.
* The **secretary** shall keep a confidential log of all passwords and/or login information used for electronic equipment, internet media, email accounts and Google Voice/Phone accounts and any other such accounts used in the name of the organization. This does not include financial related accounts, which fall under the **treasurer's** responsibilities.

**TREASURER**

The **treasurer** may solicit assistance and support as needed from NHS members with the performance of duties such as deposits, disbursements, reports, filing of paperwork, and obtaining contractors’ certificates of insurance and liability release forms, etc. Such assistance shall be approved by the **directors/officers**.

**BANKING, INCOME AND EXPENSES**

* The **treasurer** along with at least one other **executive officer**, shall act as signing officer for checks. The **treasurer** is responsible for the safekeeping of society funds, for maintaining adequate financial records of the organization and ensuring timely deposits and disbursements. The **treasurer** shall prepare and present an up-to-date reconciliation report of NHS revenues and expenses at all scheduled membership and Board meetings.
* The **treasurer** shall oversee the issue of disbursements for NHS expenses. All expenditures must have proper documentation and be listed in the annual budget before being paid. Expenditures not listed in the budget, shall be approved for payment in accordance with NHS Bylaws Sec. 7.03 (a): $0.00 to $2,500 require approval by the Board of Directors; $2,501 and over, require approval by membership vote.
* The **treasurer** shall serve as a member on all Budget and Finance Committees and assist the committee as needed when evaluating all budget requests and/or revisions for the organization. The **treasurer** shall also refer to the set budget as often as necessary to ensure income and expenses are on track. The **treasurer** shall not serve as chairperson of the committee.
* The **treasurer** shall be responsible for setting up business accounts for NHS purchases of supplies and/or equipment. With the **president's** approval, the **treasurer** may use and submit any NHS debit card information to make payments on such accounts and make occasional authorized purchases. The **treasurer** shall reconcile all NHS bank statements and verify all purchases are for official NHS business.
* The **treasurer** shall oversee, manage, and keep a confidential log of all passwords and/or login information used for any financial accounts, reward programs and fundraising platforms (e.g., Kroger Cares, GoFundMe, PayPal, Square, etc.) used or setup in the name of NHS.

**FEDERAL AND STATE REQUIREMENTS**

* The **treasurer** shall keep a calendar of deadlines for all relative state and federal filing requirements for the organization. The **treasurer** shall make every effort to comply with these deadlines. These include but are not limited to all annual tax returns, TN Secretary of State reports, State Charitable Reports, issuance of annual 1099s, and TN Sales Tax remittance (if applicable).
* The **treasurer** will have custody of the NHS tax ID # and/or tax-exempt certificate. The **treasurer** may authorize use of this tax-exempt information for official NHS purchases by providing the information to an **NHS officer** or designated appointee. See p. 19, “TAX COMPLIANCE” for rules regarding use of the tax ID # and/or tax-exempt certificate.
* The **treasurer** will work with NHS accountant on non-profit income legal requirements to ensure that NHS complies. All statements, notices and thank you letters to donors for tax deductible contributions must be authorized by the **treasurer** before being issued.
* The **treasurer** is responsible for the safekeeping of all taxpayer information and federal identification tax forms collected for agents, independent contractors, vendors, etc. The **treasurer** will ensure all such information is kept confidential.

**ORGANIZATION INSURANCE, LICENSES AND PERMITS, RISK MANAGEMENT**

* The **treasurer** shall maintain the required liability and property insurance policies for the organization. The **treasurer** shall also obtain permits, licenses, and any certificates of insurance on behalf of NHS that are required for any NHS participation in an activity and/or event.
* The **treasurer** shall oversee the collection and issue of:
  + Certificates of insurance required for contractors and/or businesses and ensure the required limits are stated.
  + Signed volunteer liability release forms which are required for all individuals working on construction or renovation projects and for any other projects where risk is involved.
* Assistance with obtaining and maintaining the certificates of insurance and liability release forms may be assigned to the relevant NHS committee chairperson with approval from the **Board.**

**FINANCIAL**

* **ASSETS -** Bank accounts opened in the name of NHS must be approved by the **board**. The **treasurer** shall act as signing officer along with one other **Executive Officer** for checks. Any additional signers or authorization to access bank records must be approved by the **board**. Items donated specifically to the museum must have approval from the **museum director** before it can be left at the museum. The **president** must approve all other donated items before they can be placed in the building. Surplus items will be disposed of (sold, donated, or discarded) following recommendations from the **facility maintenance and restoration chairperson** or the **museum director** and with approval from the **board**. An annual inventory of tangible museum and facility assets shall be conducted during the **first quarter of every year** by the **museum director** and **facilities rental manager**. The inventory will include the item name, amount, location, along with any other identifying information. Items to be inventoried shall be equipment, furniture, appliances, saleable and rentable items valued at $10.00 or more.
* **BUDGETS -** All committees will prepare an annual line-item budget for the **upcoming fiscal year** and submit it to an appointed **budget and finance committee** no later than **November 15th of each year**. An appointed budget and finance committee led by the **treasurer**, will evaluate all budget requests, and adjust if necessary. Budget requests will be consolidated and submitted to the **board** for review and approval at the **December** **board** meeting. The approved budget will be presented to members at the **January** membership meeting. Any budget revisions thereafter will be submitted to the **treasurer** and/or an assigned **budget and finance committee** for review. Recommendations for adjustments to the budget may be made by the appointed **budget and finance committee** and approved at the discretion of the **board**. Items approved during the annual line-item budget request are considered authorized and need not be approved a second time prior to purchase/payment.
* **CONTRACTS -** No contracts may be entered into on behalf of **NHS** that include evidence of indebtedness over $2,500 unless authorized by vote of the members. Furthermore, no contracts that include evidence of indebtedness over $5,000 shall be issued in its name until reviewed by the **NHS attorney**.
* **EXPENDITURES -** All expenditures under $5,000 that are listed in the annual budget will be authorized for payment by the **treasurer**. All expenditures over $5,000, whether budgeted or not will require three bids or estimates prior to approval. This bid/estimate process must be completed prior to the expenditures being brought to the **board** or the NHS **membership**. Expenditures not listed in the budget shall be approved for payment in accordance with the NHS Bylaws Sec 7.03 (a) as follows: $0.00 to $2,500 require approval by the **board of directors**; $2,501 and over require approval by membership vote. All receipts for purchases and/or expenditures must be submitted to the **treasurer** **within seven days of purchase**. With approval of the **NHS treasurer**, a petty cash fund of $100 may be set up for sales events.
  + Recurring (budgeted) purchases for office, museum, facility and building supplies should be made through Amazon.com or other approved sources. The following are authorized to make such purchases on account through Amazon.com: **president**; **secretary**; **treasurer**; **museum director**; **facility maintenance chairperson**; and the **facility rental manager**.
  + Debit or credit cards issued in the name of NHS, shall be used only for official NHS business expenditures. Only the **president**, or those approved by the **president**, shall be authorized to use, carry, or set-up online ordering/payment information for credit/debit card transactions.
  + Invoices for independent contractor (employee) positions must be signed by and submitted by the employee’s last workday of the month. Failure to submit invoices by the due date may result in a delay of compensation.

**TAX COMPLIANCE**

* TAX EXEMPT CERTIFICATE: The NHS tax identification number and tax-exempt certificate shall be in the custody of the **treasurer**. To avoid misuse of such information, the **treasurer** will be responsible for the direct distribution and authorized use of the tax- exempt information to vendors or businesses. **Use of NHS tax-exempt information is limited to purchases made directly byNHS using an NHS check, NHS credit card or purchases on an NHS account.**
* Members shall NOT use the NHS tax-exempt information for any purchases made on behalf of NHS by personal checks or personal debit/credit cards. Such use is strictly prohibited by the IRS and applies even when an individual will be reimbursed by NHS for the purchase. Any misuse of the NHS tax-exempt information shall be reported to the **board**.
* IRS FORM W-9: The *Request for Taxpayer Identification Number and Certification* form must be completed by individuals or businesses who require an IRS Form 1099-NEC for purchases, and submitted to the **treasurer** before payments are authorized.
* TAXABLE ITEMS: Policies & Procedures for charging and remitting sales tax on taxable items (e.g., museum sales, surplus items, and fundraising items, etc.) will be established by the Treasurer and/or an appointed Budget and Finance Committee and will be announced when in effect.
* **RECORDS, REPORTS & AUDITS**
* Financial records of the organization shall be maintained and stored in a locked cabinet with access only by the directors.
* The **treasurer** shall prepare and present an up-to-date reconciliation report of NHS revenues and expenses at all scheduled membership and **board** meetings. **In the first quarter of every year**, the Treasurer and/or an assigned **budget and finance committee** will review the financial records for the previous fiscal year and report discrepancies to the **board** for corrective action.

**REVENUES**

* **DEPOSITS:** All sale revenues, monetary donations and money raised during events or fundraisers shall be given to the **treasurer** or placed in a designated NHS security drop box **as soon as feasibly possible** during the business day following receipt. The **treasurer** will then deposit funds into the relevant NHS bank account **within five business days** for payment of approved NHS expenditures.
  + Only the **treasurer**, the **president** or a designee shall have access to the security drop box or its contents.
  + Rental fees received by the **facility rental manager** must be deposited into the appropriate NHS bank account **as soon as possible following receipt**. Documentation shall be given to the **treasurer** **within the next feasible business day following deposit**.
* **DONATIONS**
* All tax-deductible contribution statements or notices must be authorized by the **treasurer**.
  + Eligibility for any charitable donation tax deductions is limited to monetary contributions paid directly to NHS. If a charitable contribution is made partly as a contribution and partly for goods/services, then only the amount of the contribution for goods/services that exceeds the fair market value of such goods/services is deductible for federal income tax purposes.
  + NHS considers all monetary donations to be non-restrictive unless otherwise solicited or specified in writing by the donor. The **president** or **treasurer** must approve monetary donations with conditions (e.g., to purchase specific office equipment, cleaning products or maintenance supplies, etc.) before being accepted.

**FACILITIES – OPERATIONS AND USE**

**GENERAL**

* **ACCESS -** The access code to the gymnasium and museum key lock boxes shall be given to the **NHS Board**, **facility maintenance chairperson**, **museum director**, and **facility rental manager.** They will be authorized to share as needed with museum staff, or individuals and/or businesses responsible for maintenance and repairs of the facility. The **facility rental manager** will share the gymnasium code as needed to renters of the facility. Select chairpersons may also have knowledge of the codes and may share with committee members only if necessary and with discretion. Everyone who enters the building using the access code should ensure all persons granted access are listed on the facility access log near the museum entrance, and that the building is locked upon leaving. Children/minors are not permitted to use the key lock boxes at any time.

**BUILDING USAGE RULES -**The following building usage rules and requirements apply to NHS activity or events held at the facility:

* **USAGE** of the facility by members shall be strictly limited to NHS business or events. Any use of the facility by members for personal or outside business requires a signed rental agreement AND applicable rental fees and insurance documents.
* **Alcoholic Beverages & Smoking:** Alcoholic beverages are prohibited anywhere on the property. Smoking is not permitted inside the building.
* **Controlled Substances:** Are prohibited anywhere on the property. This includes all substances restricted from purchase or use by minors, including, but not limited to tobacco and vape products, alcoholic beverages, or THC infused products. Smoking or use of these products in any way is not permitted inside or outside the building.
* **CONFETTI**, bird seed, rice or glitter is prohibited and may not be used in the facility or on any part of the property.
* **DECORATIONS** or temporary fixtures **may not** be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Use of Command Strips and painter’s tape are permitted for use on walls, glass, or fixtures. No other types of tapes or adhesives are permitted. NO tape is permitted to be used on the floor.
* **DUMPING** of waste food, ice or beverages onto soil or any landscaped areas of the property by members, guests or renters is prohibited.
* **SPECIAL NEEDS** areas must remain accessible.
* **KITCHEN** stove and oven are for warming/reheating purposes only. This is to avoid the complexities of having to meet strict commercial food service requirements and regulations.
* **HOT PLATES:** Hot plates are a fire hazard and may **not** be used anywhere in the facility. Use the kitchen stove or microwave for heating and warming.
* **MINORS** are not allowed to use the facility without an adult supervisor present.
* **OVERNIGHT PARKING** is not permitted on the property unless authorized by the **board**.
* **SMOKING** is prohibited inside and outside the NHS facility and grounds.

**BULLETIN BOARDS -** The cafeteria, gymnasium and museum foyer bulletin boards are intended to directly aid and supplement the primary activities of Nolensville Historical Society and its museum. These activities include those of its renters (see p. 6-7). Personal and business ads may not be posted unless approved by at least two members of the **NHS Board** and when renters are involved, the NHS facility rental manager. Posting of campaign literature is strictly prohibited. All items displayed must be done so in an organized manner and removed when they are no longer timely.

**EQUIPMENT AND FURNITURE** - The use of any NHS equipment, chairs, tables, accessories, or supplies is limited to NHS events or as part of an NHS rental contract. **Personal use by members is not allowed.**

**EXTERIOR -** All building and grounds decorations and landscaping additions, removals, or changes must be approved by the **president** or **facility maintenance chairperson** prior to placement or implementation. Decorations should be removed immediately after the event or season is over.

**STORAGE AND SUPPLIES -** All closets, hallways, interior and exterior entrances/exits shall be kept clear of clutter, debris, and trash. Items may not be stored near emergency exits or in hallways. Hazardous materials and products must be stored in secure cabinets or closets and may not be stored in common areas of the facility. Store all items in the building inside plastic bins due to critters, dust, flooding, and labeling.

* The NHS event closet shall be used to store seasonal and special event banners, supplies, decorations, and outdoor tents/canopies belonging to NHS. Items shall be kept in labeled bins/boxes (if possible), organized by event and, stored neatly on shelving or against the walls. Closet walkway must be kept clear. Any members using items that are stored in the event closet are responsible for returning the items back to the appropriate bins/boxes and shelves. Storage of personal items is not allowed unless approved by the **facility maintenance chairperson** or the **board**.
* The **facility maintenance chairperson** is responsible for overseeing the organization of storage closets. The **facility maintenance chairperson** shall also have the authority to dispose of stored items that are deteriorating, outdated, or in disrepair.
* Purchase of supplies and equipment necessary for the daily operation of the facility shall be handled by the **facility rental manager** as recommended by the **facility maintenance chairperson**, in accordance with the policies & procedures set forth under the “Expenditures” section of this manual.

**FACILITY RENTAL OPERATIONS**

* **RENTAL MANAGEMENT -** The **facility rental manager** is responsible for managing all aspects of rental activity for the facility, including updating the online rental calendar and depositing rental fees into the NHS bank account.

The **rental agreement** and **building usage policy** will be maintained by the **facility rental manager**. Rental rates for the gymnasium and cafeteria will be recommended by the **facility rental manager** and approved by the **board of officers**. Rental documents and current rental fees will be posted on the NHS website. Changes may be recommended to the **board** as needed.

NOLENSVILLE **FACILITY RENTAL AGREEMENT Historical Society Nolensville Historic School**

THIS FACILITY RENTAL AGREEMENT is made and entered into by and between the Nolensville Historical Society and the Organization/User listed below for the event to be held at the Historic Nolensville School (hereinafter the “Facility”) located at 7248 Nolensville Road, Nolensville, TN 37135.

FOR AND IN CONSIDERATION of the mutual promises and benefits to be derived by the parties, they do hereby agree to the following:

**Day(s) & Date(s) of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Attendance\_\_\_\_\_\_\_**

**Organization & Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time set up to begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time cleanup to be completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Rental Fee:** For cafeteria only, user agrees to pay $80 for the first two hours, $40 for each additional hour or $240 for six or more hours. For gymnasium, which includes the use of the cafeteria, user agrees to pay $130 for the first two hours, $65.00 for each additional hour or $390 for six or more hours.

The user agrees to designate one person to be in charge while at the Facility. That person must be present during the entire event and ensure the Facility is cleaned after the event. **If different** from the contact person named above provide the name of the person in charge during the event

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_** User will be renting cafeteria only for **\_\_\_\_\_\_** hours for a total fee of .................... $**\_\_\_\_\_\_\_\_\_\_\_\_**. **\_\_\_\_\_\_\_\_** User will be renting gymnasium and cafeteria for **\_\_\_\_\_\_**hours for a total fee of ....$**\_\_\_\_\_\_\_\_\_\_\_\_**. **Please note that the total hours rented must include setup and cleanup time.** If use exceeds the number of hours rented, user agrees to pay for each additional hour.

List any special arrangements needed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Reservation Fee:** The User agrees to pay $**\_\_\_\_\_\_\_** (a minimum of 1⁄2 of rental fee), the Security & Damage Deposit of $100 (must be a separate check) and provide proof of $1,000,000 liability insurance\* along with this signed agreement in order to obtain a reservation. The balance of the rental fee is due 5 days before the day of the event. Make checks payable to the ***Nolensville Historical Society.*** There will be a $30 return check fee. User certifies that they have read this Facility Rental Agreement, which includes the Building Usage Policy and Closing Checklist, and agrees to comply with all the terms and conditions. The User understands that their security deposit may be forfeited, or they may be billed an additional expense should any of the requirements or policies be ignored or abused, or if any damage occurs as a result of the actions of their rental. The Facility cannot be used for retail. The Nolensville Historical Society reserves the right to refuse an application for good cause or to revoke the rental applicant’s permit privileges.

\*Insurance policy must list **BOTH** Williamson County **AND** Nolensville Historical Society as additional insured.

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date \_\_\_\_\_\_\_\_\_**

**NHS Representative Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*Do not write below this line. For use by Nolensville Historical Society Only \*\*\*\*\*\*\*\*\*\*\*\*\*\***

Agreement Received **\_\_\_\_\_\_\_\_\_\_\_** Initial Fee Received **\_\_\_\_\_\_\_\_\_\_** Security Deposit Received **\_\_\_\_\_\_\_\_\_\_\_\_** Insurance Policy Received**\_\_\_\_\_\_** Balance of Rental Fee Received **\_\_\_\_\_\_\_** Event Reserved on calendar **\_\_\_\_\_**

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**NOLENSVILLE HISTORICAL SOCIETY**

**Building Usage Policy**

**Insurance:** Proof of Insurance is required to rent the facility. A Certificate of Liability Insurance with a $1,000,000 policy naming the Nolensville Historical Society **AND** Williamson County as additional insured should be provided no less than 5 days prior to the event.

**Facility Security and Damage Deposit**: All rental applicants must pay a security deposit of $100. The deposit is refundable if, and only when, the facility is left clean and there is no damage to the building interior, furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages may lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Nolensville Historical Society and will not be refunded until the facility has been inspected by personnel of the Nolensville Historical Society and could be held up to 30 days after the event.

**Reservation Status**: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and by the NHS rental manager. Rental applicants may not advertise any event until this time. Gym capacity is 550.

**Cancellation Policy**: Fifteen (15) days’ notice prior to the event is required for all cancellations. Reservation fees will not be returned for any cancellations under fifteen (15) days.

**Alcoholic Beverages & Smoking**: Alcoholic beverages are prohibited anywhere on the property. Smoking is not permitted inside or outside the building.

**Controlled Substances:** Are prohibited anywhere on the property. This includes all substances restricted from purchase or use by minors, including, but not limited to tobacco and vape products, alcoholic beverages, or THC infused products. Smoking or use of these products in any way is not permitted inside or outside the building.

**Marquee:** The marquee is there for the Nolensville Historical Society to use. If the User requests use of the marquee, it must be approved by the Historic Nolensville School Committee. No letters or numbers can be removed without the knowledge of the Nolensville Historical Society.

**Parking**: The parking lots are still owned and maintained by the Williamson County Parks & Recreation Department; however, NHS has jurisdiction over the parking lot. Parking is available at the Facility parking lot on a first come, first serve basis. Parking permits are not required. The Nolensville Historical Society does not direct traffic/parking. Users are prohibited from subleasing space outside of the building.

**Minors**: Any rental with participants under the age of eighteen (18) is required to have at least one adult chaperone for every ten (10) minors present during the event.

**Accidents or Incidents:** User to immediately notify Rental Manager of any problems, accidents or incidents that arise during the event.

**Decorations**: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples or any application that will cause irreversible damage. Command strips and painters’ tape are permitted. **However, other types of tape are not permitted on any walls, glass or fixtures. No tape is allowed on the floor**. Extension cord covers are available for use. Ask the rental manager if needed.

**Confetti**: Thrown rice, birdseed, glitter and ALL types of confetti are prohibited and may not be used in the facility or on any part of the property.

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**Cleaning**: The facility must be cleaned; all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc. and depositing trash inside the dumpster behind the building. All tabletops, chairs, and countertops used must be wiped clean. Rental applicant is not required to mop unless there are excessive spills that need to be cleaned. User agrees to inspect restrooms before and after use to ensure they are clean and in good working order. Ensure water faucets are turned off. Report issues to the Rental Manager ASAP. If it becomes necessary for Nolensville Historical Society personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Nolensville Historical Society.

**Impossibility**: The Nolensville Historical Society shall not be held liable for failure to carry out the event due to fire, windstorm, flood, an act of God or any other condition beyond The Nolensville Historical Society’s control. The Nolensville Historical Society shall not be liable for any loss suffered by the User by reason of such unavailability. Users will be notified.

**Non-Payment**: In the event the User fails to pay the sum due hereunder, User agrees to pay interest of 1.5% per month of any outstanding balances, all costs of collection and reasonable attorney fees.

**Entire Agreement**: This Agreement constitutes the sole and entire agreement between The Nolensville Historical Society and the User, and no modification hereof shall be binding unless signed by both The Nolensville Historical Society and the User. Representations, promises or inducements not included in this Agreement shall not be binding upon either of the parties.

**Severability**: If any term, provision, or part of this Agreement shall be or become illegal, null, void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null, void or against public policy, the remaining parts of this Agreement shall not be affected thereby and shall remain in full force and effect to the fullest extent permissible by law.

**Waiver of Contractual Right**: The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Contract.

**Hold Harmless**: The Nolensville Historical Society shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by the User, or by any of the User’s employees, agents, invitees and guests due to the User’s use of the facilities, or arising out of the use, operation or condition of any equipment, machines or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of the User. It is agreed and understood that the User hereby expressly releases and discharges the Nolensville Historical Society and its owners, officers, employees, members and agents from any and all demands, claims and actions arising out of any such causes.

**Indemnity**: Moreover, it is agreed and understood that the User shall defend, indemnify and hold harmless the Nolensville Historical Society and its officers, directors, employees and agents from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney’s fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to the User’s use of the facilities. The User’s obligation to protect, indemnify and hold harmless the Nolensville Historical Society shall include the obligation to pay all reasonable expenses incurred by the Nolensville Historical Society in defending any of such claims, including reasonable attorney’s fees.

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Nolensville Historical Society Facility Usage

CLOSING CHECKLIST

**Note**: upon entering a rental agreement, User acknowledges to review the facility prior to use as well as after. Contact the rental

manager prior to use if reporting prior use issues.

1. Set gym and cafeteria heat and air units to 65° in the winter, and 78° in the summer when the building is not occupied.

2. Empty trash cans and replace with new bags that are in the lower cabinet near the microwave in the cafeteria. Put all trash inside the dumpster outside of the kitchen door.

3. Clean off and wipe down tables and countertop. Return all tables and chairs to the original storage/setup location and positions.

4. Stack gymnasium chairs eight (8) high and two (2) rows deep. Chair dollies are available if needed.

5. Place round tables in the cafeteria along with 8 chairs at each table as shown in the photo posted on bulletin board.

6. Sweep the floor in the gym using the large floor dust mop if needed. Please let the rental manager know if dust mops are excessively dirty.

7. Remove all brought-in food and drinks from the refrigerator.

8. Turn out all the lights.

9. Make sure security light switch in hall near entry/exit door is left **ON.**

10. Ensure all doors are securely closed and locked. This includes the push-bar gym door (opens to the parking lot) and both double glass doors at the north end of the building. Make certain the key is returned to the lock box.

NHS email: historicnolensvilleschool@gmail.com NHS phone: 615-997-0654

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NOLENSVILLE **YOUTH SPORTS FACILITY RENTAL AGREEMENT**

**Historical Society Nolensville Historic School**

THIS FACILITY RENTAL AGREEMENT for youth sports (must be at least 75% Williamson County residents) is made and entered into by and between the Nolensville Historical Society and the Organization/User listed below for the event to be held at the Historic Nolensville School (hereinafter the “Facility”) located at 7248 Nolensville Road, Nolensville, TN 37135.

FOR AND IN CONSIDERATION of the mutual promises and benefits to be derived by the parties, they do hereby agree to the following:

**Day(s) & Date(s) of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Anticipated Attendance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization & Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time set up to begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Time cleanup to be completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The user agrees to designate one person to be in charge while at the Facility. That person must be present during the entire event and ensure the Facility is cleaned after the event. **If different** from the contact person named above, please provide the name of the person in charge during the event: **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rental Fee:** For the gym, the user agrees to pay $50 per 2-hour rental. Rentals will be in 2-hour time slots of 5-7pm and 7-9pm (except June & July). Reservations can be made up to 4 months in advance. **NOTE:** If a full-pay renter requests a time reserved by a youth group, users will have the option of forfeiting their time or paying full rent ($130 for 2 hrs). Users will be given a one-week notice by the rental manager. **Please note that the total hours rented must include setup and cleanup time.** If use exceeds the number of hours rented, User agrees to pay for an additional hour. **Event Reservation Fee:** The User agrees to pay $\_\_\_\_\_\_\_ (a minimum of 1⁄2 of rental fee), the Security & Damage Deposit of $100 (must be a separate check) and provide proof of $1,000,000 liability insurance\* along with this signed agreement in order to obtain a reservation. The balance of the rental fee is due 5 days before the day of the event. Make checks payable to the ***Nolensville Historical Society.*** There will be a $30 return check fee. User certifies that they have read this Facility Rental Agreement, which includes the Building Usage Policy and Closing Checklist, and agrees to comply with all the terms and conditions. The User understands that their security deposit may be forfeited, or they may be billed an additional expense should any of the requirements or policies be ignored or abused, or if any damage occurs because of the actions of their rental. The Nolensville Historical Society reserves the right to refuse an application for good cause or to revoke the rental applicant’s permit privileges.

\*Insurance policy must list BOTH Williamson County AND Nolensville Historical Society as additional insured.

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_** **NHS Representative Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*Do not write below this line. For use by Nolensville Historical Society Only \*\*\*\*\*\*\*\*\*\*\*\*\*\***

Agreement Received **\_\_\_\_\_\_\_\_\_\_\_** Initial Fee Received **\_\_\_\_\_\_\_\_\_\_** Security Deposit Received **\_\_\_\_\_\_\_\_\_\_\_\_** Insurance Policy Received**\_\_\_\_\_\_** Balance of Rental Fee Received **\_\_\_\_\_** Event Reserved on calendar **\_\_\_\_\_\_\_**

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revised 9/24/24

**NOLENSVILLE HISTORICAL SOCIETY**

**Youth Building Usage Policy**

**Insurance:** Proof of Insurance is required to rent the facility. A Certificate of Liability Insurance with a $1,000,000 policy naming the Nolensville Historical Society **AND** Williamson County as additional insured should be provided no less than 5 days prior to the event.

**Facility Security and Damage Deposit**: All rental applicants must pay a security deposit of $100. The deposit is refundable if, and only when, the facility is left clean and there is no damage to the building interior, furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages may lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Nolensville Historical Society and will not be refunded until the facility has been inspected by personnel of the Nolensville Historical Society and could be held up to 30 days after the event.

**Reservation Status**: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by the Nolensville Historical Society. Rental applicants may not advertise any event until this time. Gym capacity is 550.

**Cancellation Policy**: Fifteen (15) days’ notice prior to the event is required for all cancellations. Reservation fees will not be returned for any cancellations under fifteen (15) days.

**Alcoholic Beverages & Smoking**: Alcoholic beverages are prohibited anywhere on the property. Smoking is not permitted inside or outside the building.

**Controlled Substances:** Are prohibited anywhere on the property. This includes all substances restricted from purchase or use by minors, including, but not limited to tobacco and vape products, alcoholic beverages, or THC infused products. Smoking or use of these products in any way is not permitted inside or outside the building.

**Marquee:** The marquee is there for the Nolensville Historical Society to use. If the User requests use of the marquee, it must be approved by the Historic Nolensville School Committee. No letters or numbers can be removed without the knowledge of the Nolensville Historical Society.

**Parking**: The parking lots are still owned and maintained by the Williamson County Parks & Recreation Department; however, NHS has jurisdiction over the parking lot. Parking is available at the Facility parking lot on a first come, first serve basis. Parking permits are not required. The Nolensville Historical Society does not direct traffic/parking. Users are prohibited from subleasing space outside of the building.

**Minors**: Any rental with participants under the age of eighteen (18) is required to have at least one adult chaperone for every ten (10) minors present during the event.

**Accidents or Incidents:** User to immediately notify Rental Manager of any problems, accidents or incidents that arise during the event.

**Decorations**: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples or any application that will cause irreversible damage. Command strips and painters’ tape are permitted. **However, other types of tape are not permitted on any walls, glass or fixtures. No tape is allowed on**

**the floor**. Extension cord covers are available for use. Ask the rental manager if needed.

created 8/1/23 page 2 of 4  **\_\_\_\_\_\_\_\_\_ Initials**

revised 9/24/24

**Confetti**: Thrown rice, birdseed, glitter and all types of confetti are prohibited and may not be used in the facility or on any part of the property.

**Cleaning**: The facility must be cleaned; all decorations and trash must be removed and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc. and depositing trash inside the dumpster behind the building. All tabletops, chairs, and countertops used must be wiped clean. Rental applicant is not required to mop unless there are excessive spills that need to be cleaned. User agrees to inspect restrooms before and after use to ensure they are clean and in good working order. Ensure water faucets are turned off. Report issues to the Rental Manager ASAP. If it becomes necessary for Nolensville Historical Society personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Nolensville Historical Society.

**Impossibility**: The Nolensville Historical Society shall not be held liable for failure to carry out the event due to fire, windstorm, flood, an act of God or any other condition beyond The Nolensville Historical Society’s control. The Nolensville Historical Society shall not be liable for any loss suffered by the User by reason of such unavailability. Users will be notified.

**Non-Payment**: In the event the User fails to pay the sum due hereunder, User agrees to pay interest of 1.5% per month of any outstanding balances, all costs of collection and reasonable attorney fees.

**Entire Agreement**: This Agreement constitutes the sole and entire agreement between The Nolensville Historical Society and the User, and no modification hereof shall be binding unless signed by both The Nolensville Historical Society and the User. Representations, promises or inducements not included in this Agreement shall not be binding upon either of the parties.

**Severability**: If any term, provision, or part of this Agreement shall be or become illegal, null, void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null, void or against public policy, the remaining parts of this Agreement shall not be affected thereby and shall remain in full force and effect to the fullest extent permissible by law.

**Waiver of Contractual Right**: The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Contract.

**Hold Harmless**: The Nolensville Historical Society shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by the User, or by any of the User’s employees, agents, invitees and guests due to the User’s use of the facilities, or arising out of the use, operation or condition of any equipment, machines or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of the User. It is agreed and understood that the User hereby expressly releases and discharges the Nolensville Historical Society and its owners, officers, employees, members and agents from any and all demands, claims and actions arising out of any such causes.

**Indemnity**: Moreover, it is agreed and understood that the User shall defend, indemnify and hold harmless the Nolensville Historical Society and its officers, directors, employees and agents from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney’s fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to the User’s use of the facilities. The User’s obligation to protect, indemnify and hold harmless the Nolensville Historical Society shall include the obligation to pay all reasonable expenses incurred by the Nolensville Historical Society in defending any of such claims, including reasonable attorney’s fees.

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Nolensville Historical Society

Facility Usage

CLOSING CHECKLIST

**Note**: Upon entering a rental agreement, User acknowledges to review the facility prior to use as well as after. Contact the rental

manager prior to use if reporting prior use issues.

1. Set gym and cafeteria heat and air units to 65° in the winter, and 78° in the summer when the building is not occupied.

2. Empty trash cans and replace with new bags that are in the lower cabinet near the microwave in the cafeteria. Put all trash inside the dumpster outside of the kitchen door.

3. Clean off and wipe down tables and countertop. Return all tables and chairs to the original storage/setup location and positions.

4. Stack gymnasium chairs eight (8) high and two (2) rows deep. Chair dollies are available if needed.

5. Place round tables in the cafeteria along with 8 chairs at each table as shown in the photo posted on bulletin board.

6. Sweep the floor in the gym using the large floor dust mop if needed. Please let the rental manager know if dust mops are excessively dirty.

7. Remove all brought-in food and drinks from the refrigerator.

8. Turn out all the lights.

9. Make sure security light switch in hall near entry/exit door is left **ON**

10.Ensure all doors are securely closed and locked. This includes the push-bar gym door (opens to the parking lot) and both double glass doors at the north end of the building. Make certain the key is returned to the lock box

**NHS email:** historicnolensvilleschool@gmail.com **NHS phone: 615-997-0654**

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**FACILITY RENTAL MANAGER**

* The **facility rental manager** is a compensated position, hired by the **board of directors**. The **Facility rental manager** is considered an independent contractor/agent, reporting to the **president**, and perform duties, assignments, and special projects as tasked.
* The **facility rental manager** shall be a member of NHS and be prepared to advise the **NHS Directors/Officers** and the **facility chairperson** of recommended changes to the operation of the NHS facility.

**COMPENSATION**

* The **facility rental manager** is a part-time position. Hours worked shall average 20 hours per week, with a maximum of 80 hours per month. Compensation shall be an hourly rate with a maximum rate set by the **board of directors,** in accordance with an approved budget. Changes in hours to be worked or compensation must be approved by the **board of directors**.
* The **facility rental manager** must submit a monthly invoice for hours worked by 4 p.m. on the last workday of each month. Such invoice shall be signed by the **facility rental manager** certifying the accuracy of hours worked. Failure to submit invoices by the due date may result in a delay of compensation. Compensation for hours worked in the current month will be issued on the last day of that month.
* The **facility rental manager** is required to have a completed form W-9 (Request for Taxpayer Identification Number and Certification) on file with NHS before any compensation will be authorized. The **facility rental Manager** shall be responsible for updating the W-9 as necessary when information changes. The agent will be provided form 1099-NEC annually for tax reporting purposes. The **treasurer** is responsible for the safekeeping of completed tax forms and will ensure all personal and taxpayer identification information is kept confidential.

**DUTIES AND RESPONSIBILITIES**

* Handle all rental inquiries, communications, and emergencies, by phone, email, or text messages. Resolve or refer all customer suggestions and complaints. Forward any unrelated phone messages, emails, inquiries, or communication to appropriate society members.
* Negotiate interior and exterior (i.e. food trucks) event rentals and schedule events according to NHS building usage guidelines, NHS Bylaws, and the Policy and Procedures Manual. Approve all required rental leases in accordance with existing NHS guidelines and ensure proper paperwork and fees are received. Maintain a yearly notebook with renters’ agreements, insurance, and “voided” security deposit checks. Prior year notebooks to be stored in the museum office.
* Maintain an online calendar and shared Gmail drive with updated and confirmed reservations, along with planned NHS meetings, events or other usage of the gymnasium or cafeteria that may impact rental availability.
* Deposit rental payments **within 72 hours of receipt** into the NHS bank account. Provide documentation of such deposits to the **treasurer** **within 24 hours of deposit**.
* Ensure security of building. Inspect building and property as soon as possible after full-pay renters vacate, and on an as-needed basis. Inspect property and building a minimum of five times a week or more if needed, to confirm building is secure and without damage, windows and doors are locked, water is not left running, lights off, and closing procedures are being followed. Coordinate with the museum staff to add individuals granted independent access (keys or codes) to building on an access log kept near museum entryway. Report damages with date of inspection and renter usage since last inspection to the NHS **facility manager**.
* Oversee all incoming and outgoing rental communications by monitoring the NHS facility rental email account (historicnolensvilleschool@gmail.com) and the advertised Facility Rental phone number, a land line provided by United Communications (615-997-0654). Notify the **NHS Directors/Officers** and/or other relevant parties of important communication received. Limit use of the rental email and phone number accounts to official NHS business.
* Manage and update events on the NHS marquee as needed/requested and approved by the NHS Directors/Officers.
* Recommend rental rate changes for the gymnasium and cafeteria to the Directors/Officers for approval. Ensure current rates are posted on the NHS website and any other publicly advertised media.
* Maintain the NHS Rental Agreement and the NHS Building Usage Policy documents. Recommend changes and edits to the NHS **secretary** for review prior to presentation before the Directors/Officers for approval. Ensure current versions of the documents are posted on the NHS website and shared Gmail drive with an accurate current-as-of date.
* At the **end of each quarter**, reconcile the rental income with the records of the **treasurer**. Also, prepare a **monthly** report showing the reconciled rental income and usage (percentage of month used and number of individuals using the facility). Completed report shall be submitted to the **president**.

**FACILITY RENTAL MANAGER OPERATIONS:**

* Purchase recurring (budgeted) building supplies as necessary and recommended by the **facility manager**. Purchases shall be made through Amazon.com or other approved sources.
* Prepare an annual line-item budget as required in the Policies & Procedures manual for necessary facility supplies. Maintain a yearly notebook with renters’ agreements, insurance, and “voided” security deposit checks. Prior year notebooks are stored in the museum office.
* Maintain facility in good condition by reporting all interior and exterior maintenance/repair needs to the appropriate business entity/Maintenance Manager and request upgrades and/or service as appropriate. Ensure cleaning, pest control and HVAC services are completed satisfactorily during routine inspections. Report any unsatisfactory service to the manager of the responsible business.
* Coordinate the scheduling of repairs and/or improvements with the **facility manager** to minimize disruptions that affect renters. If **facility manager** is unavailable for needed repair, call any available member of the **board**. If no one is available during an emergency repair situation, reference a maintenance referral list prepared by the **treasurer** and Facility Manager and posted on the shared Google drive and arrange for needed maintenance and/or repairs.
* Once attempts have been made to contact the **facility manager** and members of the **board**, and the facility repair directory is checked for referrals, emergency repairs are authorized at the discretion of the Facility Rental Manager.
* Routinely inspect facility and restrooms to ensure cleanliness, adequate inventory of paper supplies, trash cans are empty and lined with disposable trash liners. Also ensure outdoor areas are clear of trash and debris.
* Ensure compliance with all fire and safety regulations. The Nolensville Fire Department regularly inspects all fire extinguishers, including those in the museum. Emergency exits and hallways must be kept clear, and special needs areas must remain accessible.
* Monitor HVAC and heater thermostat controls in person or through the mobile phone app, especially during the winter months when gas heating is used. Recommend changes in temperature settings to the **facility manager** and/or the NHS **directors/officers** for approval.
* Periodically change the access code and notify the **NHS secretary** of members with access for the museum and gymnasium key boxes as needed or requested by the **directors/officers**. New codes shall be given only to authorized individuals as set forth in the Policies & Procedures Manual. NHS **secretary** shall keep track of all access codes and members entrusted with them.
* Conduct, record, and update an inventory of facility assets during the **first quarter of every year**. The inventory will include the item name, amount, and location, along with other information logically needed to identify the item. Inventory equipment, furniture, appliances, and rentable items valued at $10.00 or more. Submit an official copy of each inventory to the **secretary** no later than **March** 31st of each year.

**FACILITY MAINTENANCE AND RESTORATION CHAIR**

* The **facility maintenance and** **restoration committee chairperson** (hereinafter "**facility manager**") is responsible for overseeing changes, restoration, general maintenance and/or repairs to the facility. The **facility manager** shall be prepared to recommend changes to the operation of the NHS facility to **NHS directors**.
* The **facility manager** shall report to the **president** and perform duties and complete special projects as assigned. With the assistance of NHS directors, the **facility manager** shall be responsible for planning and scheduling upkeep and changes to the Historic Nolensville School and property.
* The **facility manager** shall schedule and conduct meetings, and work with members of the **facility maintenance committee**, the **facility rental manager** and the **museum director** to maintain the facility and keep the museum in good condition. Reports of needs for interior or exterior maintenance/repair shall be investigated and resolved accordingly.

**FACILITY MAINTENANCE AND RESTORATION CHAIR DUTIES AND RESPONSIBILITIES:**

* **ACCESS TO FACILITY** - Ensure access codes to the gymnasium and museum key lock boxes are changed as requested by the **president** or **NHS directors/officers**. The **president or NHS directors/officers** are authorized to share the codes as needed with individuals and/or businesses responsible for maintenance or repair of the facility. The **museum director** and **facility manager** will coordinate to keep a list/log of all individuals with building access codes and change dates. Anyone who shares a building access code shall enter the individual’s name, title, contact number, and date access granted on a log kept near the museum entrance. Access codes should be changed upon reasonable determination by the **board** of a heightened risk to the facility exists.
* **BUDGET** - Prepare an annual line-item budget for expected costs and requested funds for the upcoming fiscal year.
* **BUILDING USAGE RULES** - Assess inadequate or obsolete rules. Recommend and formulate revised or additional rules to the **NHS Directors.**
* **EXTERIOR** - Propose improvements or maintenance solutions for the exterior grounds of the facility to the **president** and/or **directors**. Approve all building and grounds decorations and any landscaping additions, removals, or changes prior to placement or implementation. Decorations should be removed immediately after the event or season is over.
* **HVAC** - Establish HVAC thermostat settings with recommendations by the Facility Rental Manager and Museum Director.
* **LIABILITY WAIVER** - Ensure all volunteers have completed and signed an NHS Liability Release Agreement as required or recommended by the NHS Directors/Officers. Such documents shall be kept on file by the **treasurer**.
* **MAINTENANCE AND REPAIRS** - Request and schedule facility services as necessary. Coordinate the scheduling of such service, repairs and/or improvements with the **facility rental manager** and the **museum director** to minimize disruption to facility renters or museum visitors.
* Follow-up with the **facility rental manager** and the **museum director** to ensure all scheduled cleaning, pest control, HVAC services or any other service/repair has been completed satisfactorily. Report any unsatisfactory service or concerns to the **NHS Directors**/**Officers**.
* **RENTAL** - Consult with the **facility rental manager** regarding any renter damage to the facility. Document as needed and report damages to the **president**. Advise if security deposit needs to be retained.
* **SAFETY** - Ensure all fire and safety precautions are in place. Regularly monitor all fire extinguisher capacities and schedule service if necessary. Make certain all emergency exits and hallways are kept clear, and handicapped areas remain accessible. Hazardous materials and products must be stored in secure cabinets.
* **STORAGE** - Manage the contents of all storage, utility, and event closets. Storage of personal items in closets is not allowed unless approved by the **facility manager** or the **president**. The **facility manager** has authority to dispose of deteriorating, outdated, or items in disrepair that are stored in such closets. Surplus items may be disposed of (sold, donated, or discarded) following recommendations from the **facility rental manager** or the **museum director** and with approval from the **board**.
* **SUPPLIES** - Provide oversight for the purchase of supplies necessary for the operation and upkeep of the facility. Purchase supplies or equipment needed for the minor repair/maintenance of the facility only after approval by the **NHS Directors/Officers** or as approved in the annual facility budget. Such purchases shall be made through Amazon.com or other approved sources and be in accordance with the expenditure section of the NHS Policies & Procedures Manual.
* **VENDORS** - Work with the NHS **treasurer** to ensure the following:
  + Businesses or individuals have provided NHS with a certificate of insurance with the required limits stated as set forth and established by Williamson County, the NHS Bylaws, and the Policies & Procedures Manual.
* Businesses or individuals have completed and submitted form W9 (Request for Taxpayer Identification Number and Certification) to the **treasurer** before the first workday begins, unless in an emergency, and before payment is issued.

**MUSEUM OPERATIONS**

**ACTIVITIES -** Museum tours may be scheduled by contacting the museum director or assistant director. The museum director is also responsible for planning public museum events and preparing special historical displays.

**ARCHIVES -** The Nolensville Museum shall house a collection of displays, exhibits and records of historical data and artifacts. Such collections shall be relevant to Nolensville and the surrounding communities. Every effort should be taken to ensure the correct historic interpretation of all archives.

**COMMUNITY RESOURCE BOARDS/DISPLAYS -** All community resource boards/displays in the museum shall be used for displaying items of general interest to the community. This includes the promotion of resources and current events of NHS, museum, and the community. It shall not be used for employment opportunities, lost-and-found or political materials.

**DONATIONS -** Any item donations to the museum must be approved by the Museum Director before being left at the museum.

**HOURS -** Museum hours and days of operation shall be recommended by the **museum director** and approved by the **NHS Board**. **Museum director** and **assistant director** may switch days or hours of work as deemed necessary for efficient museum operations.

**IN MEMORY -** “In Memory” items or displays will be recommended and developed by the **museum committee** and approved by the **board**. Such items will be limited to individuals who were members or who played a major role in the founding of NHS and to $50.00 per item.

**OFFICE EQUIPMENT -** All use of any museum office equipment or electronic devices shall be limited to official NHS museum/society business. Use of NHS printers for large quantities of shall be approved by the **museum director**, **assistant director**, or a member of the **NHS board**.

**RESEARCH MATERIAL -** Use of any museum research material shall be limited to the rules established by a member of the museum committee.

**SALES -** All items offered for sale in the museum shall follow NHS guidelines for sales or have prior approval from the **board**. All items must be relevant to the NHS mission.

**STORAGE -** All closets, hallways, walkways, interior and exterior entrances/exits shall be kept clear of surplus items, clutter, debris, and trash. Items may not be stored near emergency exits. Hazardous materials and products must be stored in secure cabinets and may not be stored in common areas of the museum. Brooms, ladders, and other utility equipment must be stored in appropriate closets and should never block exits or exit ways.

**MUSEUM DIRECTOR and ASSISTANT DIRECTOR**

The **museum director** and **assistant director** are compensated positions, hired by the **board of directors**. They are each considered an independent contractor, reporting to the **president**. They also work with the **facility maintenance and restoration chairperson** (hereinafter "**facility manager**") as needed to maintain the museum in good condition. The **museum director** and **assistant director** shall perform duties and complete assignments and special projects tasked by the **president**, the **directors/officers** and/or the **facility manager**. The **museum director** and **assistant director** shall also be members of NHS and be prepared to advise the NHS museum committee and **NHS directors/officers** of recommended changes to operations of the NHS museum.

**COMPENSATION:**

* The **museum director** and **assistant director** serve in part-time positions.
* Hours worked shall be during open museum hours as follows:
* Five days per week, four hours per day with up to six additional hours per week allowed for Saturday Museum hours or for other museum related activities as needed by the agent(s).
* Hours worked shall not exceed 12 hours per week each. **Director and assistant director** may divide museum hours worked as meets their needs, if they do not exceed the total number of hours authorized within the budget. Compensation shall be an hourly rate set by the **board of directors** and officially provided to **directors** for tax purposes via 1099-NEC. Changes in number of hours to be worked or in compensation shall be approved by the **board of directors**.
* The **museum director** and **assistant director** must submit a monthly invoice for hours worked by 4 p.m. on the **director’s** last workday of each month. Such invoice shall be signed by the **museum director** certifying the accuracy of hours worked. Failure to submit invoices by the due date may result in a delay of compensation. Compensation for hours worked in the current month will be issued on the last day of that month.
* The **museum director** and **assistant director** are required to have a completed form W-9 (Request for Taxpayer Identification Number and Certification) on file with NHS before any compensation payments will be authorized. Each **director** is responsible for updating the W-9 as necessary when information changes. The **directors** will be provided a copy of their form 1099-NEC annually for tax reporting purposes. The **treasurer** is responsible for the safekeeping of completed tax forms and will ensure all personal and taxpayer identification information is kept confidential.
* Compensation shall be provided for the following duties, not including responsibilities, service, or volunteering for NHS events, or with being an NHS member or committee person.

**MUSEUM DIRECTOR AND ASSISTANT DIRECTOR DUTIES AND RESPONSIBILITIES:**

* Serve as **director/assistant director** of the Nolensville Historical Museum, maintaining museum hours as directed/authorized by the **museum director** and **NHS board of directors/officers** (for example, 10:00 a.m.- 3:00 p.m., four days per week, and the first three Saturdays of each month, 9:00 a.m. – 1:00 p.m.) The museum days and hours of operation may change with recommendations by the **museum director** and approval by the **directors/officers**.
* Coordinate hours of any volunteer museum assistants. Plan public museum events. Schedule and conduct tours for the museum. Update online calendar with museum tours and meetings.
* Monitor the NHS Museum email account (nolensvillemuseum@gmail.com) and oversee general communications for the museum. Notify **directors/officers** of important communication. Use of the email account is subject to all rules set forth in the NHS Policies & Procedures Manual.
* Ensure safety for all visitors, members, etc. by keeping the museum, NHS office, interior walkways and external entrances clear of surplus items, clutter, trash, and debris. The museum office shall be kept organized with donated items on appropriate shelving, storing office and cleaning supplies in secure cabinets, and desks/worktables clear of clutter.
* Process income from museum sales. Complete required income form and submit to the **treasurer** **within 72 hours of receipt**.
* Purchase recurring (budgeted) museum and office supplies. Purchases shall be made through Amazon.com or other approved sources. Prepare an annual line-item budget as required in the NHS Policies & Procedures manual for necessary supplies.
* Maintain and organize museum records and archives. Ensure all item donations, museum exhibits, historic data and artifacts are displayed tastefully, safely, and with the correct historic interpretation. Work with the museum committee in establishing recommended procedures for proper use of museum research materials and electronic office equipment. Such procedures shall be in writing and submitted to the **board** for approval.
* **Prepare a monthly report** showing museum **visitor count**, **projects,** **upcoming events**, and **museum needs**. Completed report shall be submitted to the NHS Museum Committee and shared with NHS membership as necessary.
* Conduct, record, and update an inventory of all the museum and NHS office assets during the **first quarter of every year**. The inventory will include the item name, amount, and location, along with any other identifying information. Items to be inventoried shall be equipment, furniture and saleable items valued at $10.00 or more. The official copy of the inventory shall be submitted to the **secretary** no later than **March** 31st of each year.
* Ensure restrooms are clean, have adequate paper supplies, and trash liners are installed.
* Maintain museum facility in good condition by reporting all maintenance and repair needs to the **facility manager** when discovered and requesting upgrades and/or service as appropriate. Oversee and schedule volunteers for regular cleaning of the museum and its contents. Coordinate with the **facility manager** the scheduling of museum repairs and improvements.
* Ensure fire and safety regulations for the museum are in place. Regularly monitor museum fire extinguisher capacities. Emergency exits and hallways must be kept clear, and handicapped areas must remain accessible. Report any expired extinguishers and other concerns to the **facility manager**.
* Safeguard the museum and its artifacts by ensuring all doors and windows are locked and secure prior to leaving at the end of the day.
* Monitor HVAC and heater thermostat settings as recommended by the **facility manager** and/or the NHS directors/officers.
* Coordinate U.S. Flag display, etiquette, and rules with local scout troops. Inform NHS **directors/officers** as needed of any Presidential or Governor proclamations.
* Refer all rental inquiries to the **facility rental manager** for handling.
* Oversee and schedule community service volunteer hours for NHS and NHS committees.
* Forward any non-museum related phone messages, emails, inquiries, or other communication to appropriate society members.

**Assistant Museum Director Will:**

* Fill in as museum director when director is not present.
* Be primarily responsible for maintaining archives, as well as finding and assisting with grant applications.
* Assist with planning and managing NHS fundraising projects.

**MEMBERSHIP**

**ADMISSION -** Those dedicated to the purpose and mission of the Nolensville Historical Society who apply for membership and pay membership dues may become a member.

* Regular membership fees are determined by membership vote (as of this publication date, $25.00 per person or $40 per household per year). Membership renews each year on **January** **1st**. Fees must be paid before membership begins or renews. For each household membership fee paid, up to two adults living in the same residence shall be eligible to register as voting members per the NHS Bylaws Sec. 3.01. & Sec. 3.03. New members who pay within the **last quarter of a calendar year** are eligible for membership for the entire upcoming year.
* Business membership fees and registration policies shall be determined by the **board**.
* In special circumstances, the **board** may establish membership and waive the annual membership fee for certain individuals/businesses.

**BENEFITS**

1. **Admission to most NHS events** shall be free or discounted to current NHS Members.
2. **Facility Discount:**

* Members with two consecutive years of paid membership will receive a 25% discount on facility rental for family or other approved events.
* Members with two consecutive years of paid membership AND are officers or active members serving on committees will receive a 50% discount on facility rental for family or approved events.
* Members are subject to all other requirements and terms of the facility rental agreement (e.g. security deposit, insurance, etc.) and the building usage policy.
* Discounts are limited to one (1) day discount per household per 12-month period and is subject to facility availability.
* Opportunities to volunteer and participate in programs and activities that impact Nolensville and the surrounding communities.
* Priority notices of all NHS special events and meetings.
* Voting rights on NHS policies and activities.

**INDOCTRINATION OF NEW MEMBERS:**

* Application dues go to **NHS treasurer** for deposit and **secretary** is notified of date and amount of payment. Membership Application then goes to **NHS secretary.**
* **Secretary** processes the membership application as follows:
  + Add new member’s name, contact information, amount and date paid to alphabetical membership list in Excel and color code or highlight it until next membership meeting. Present highlighted membership list to **NHS President, membership** and **welcome committee chairs** for indoctrination during member’s first membership meeting.
  + Add member’s information to NHS Google Contacts and add to current year Google Label address book (i.e. 2023 Members).
  + Send the member information to the **NHS President**, **Membership Chair**, **Welcome Committee Chair** and **Treasurer**.
  + Email and/or bring membership lists with new members highlighted to each membership meeting.
* **Welcome committee chair** will send a welcome letter with attached NHS Bylaws and Processes and Procedures documents. **NOTE:** Send hard copy welcome letter to members without email access. Provide information on where to access guidance documents on the NHS Website and have available hard copies at membership meetings for reference.
* **Welcome committee chair** will set up a membership table at membership meetings, welcome and answer questions of all members, share information with new member as needed, and introduce all new members at their first membership meeting. **Welcome committee chair** will display cookbooks and journals to review and purchase at all membership meetings. Membership table and set-up kit is stored in the museum event closet. At least one hard copy of the NHS Bylaws and Processes and Procedures should be here for review by members without email access.
* **Committee chairs** and **officers** will attempt to make all new members feel welcome and encourage them to become active in a committee of their choice.

**MEETINGS**

* Meetings shall be primarily held at the historic Nolensville school. Location may vary depending on the program.
* Members are asked to wear their NHS nametag or a handwritten nametag during all NHS meetings and events.
* **ATTENDANCE -** The **secretary** shall record the name of all members and individuals in attendance at any regular business meeting, **board** meetings and any special meeting called by the **board**.
  + **Officers** and **committee chairpersons** should make every effort to attend scheduled meetings and events and to fulfill the responsibilities of their positions.
* **MINUTES** of all regular meetings will be reviewed by the **President** and approved for distribution to the general membership **within two weeks after the meeting**. Attendees will be notified if a meeting is being recorded by digital device.
* **MEMBERSHIP MEETINGS** - Membership meetings are held six times per year on the second Monday of the month in **January, March, May, July, Septembe**r and **November**. Dates are subject to change. Any changes or additional meetings scheduled by the **board** will be announced to the membership. The **September** meeting is the annual meeting as required by the NHS Bylaws. A minimum of three **board members** must be present at any membership meetings where business transactions are conducted. Robert’s Rules of Order shall be used as a guideline when conducting all NHS meetings.
* **BOARD OF DIRECTORS MEETINGS**: **Board** meetings are held six times per year on the second Monday of **February, April, June, August, October**, and **December** or as often as needed to conduct the business of NHS. Dates are subject to change. Meetings shall be held primarily at the historic Nolensville School. Minimum of three **board members** must be present at all **board** meetings.
* **Board** members shall review all agendas prior to meetings and be prepared to attend and participate.
* Members are permitted to attend **board** meetings when private personnel matters are not being discussed.
* Minutes of **board** meetings will be distributed to the **board members** **within two weeks after the board meeting**. Minutes may also be provided to additional NHS members with the **president**’s approval and/or written request to the **secretary**.

**RESPONSIBILITIES**

* **Members** are encouraged to promote the NHS mission, stay informed by attending meetings, support and participate in committees, projects, and events, and consistently look for opportunities to help other members.
* **Members** shall also be conscientious when selecting **executive board.**

* **Officers** who will ensure NHS activities follow laws applicable to a nonprofit and with the NHS Articles of Incorporation, Bylaws and Policies & Procedures.

**VOLUNTEERS**

**Members** of NHS are highly encouraged to volunteer at NHS events, projects, or programs. In some instances, a signed volunteer and liability release agreement is required. Volunteers shall be subject to all other facility usage and/or Policies & Procedures as set forth in this manual.

Non-members who volunteer:

* May not handle money or financial transactions of NHS.
* Shall not have access to confidential NHS information.
* May not vote in matters of NHS or its committees.

**VOTING**

Voting requirements, member eligibility, notices, procedures, and actions shall be in accordance as expressly governed in the NHS Bylaws:

Committee Voting:  
Conflicts of Interest Transactions: Definition and Delivery of Notice: Elections - **Board of Directors:**