APPLICATION FOR ROOM RENTAL *revised 3/11/26*

Why Northwest Territory Historic & Discovery Center (NTHC) for an event?

NTHC is conveniently located within town, nestled next to the Dixon Public Library, Lee County Courthouse, and the Dixon Fire Department. We have a fully private parking lot with road access. The building has three convenient entrances with one being handicap accessible. We are fully ADA (*Americans with Disabilities Act*) and state safety/fire code compliant. We have 4 public restrooms available and an elevator for traversal. Guests may tour our 3 floors to see all we offer as a museum, completely free of charge. NTHC has worked diligently to maintain and restore the beauty of the natural building while maintaining a professional, clean and historical setting. NTHC was formerly the boyhood middle school of President Ronald Reagan. We are a Smithsonian Affiliate site with Three permanent, premiere exhibits; a research library/archive and much, much more.

The following application will be used to apply for rental of either our Auditorium, Gymnasium, or Theatre rooms. By applying you understand to the following terms about the application process:

- After completing this application, it is subject to review and may be denied for any reason, as we are privately owned. We reserve the right to approve or deny any request without notification of reason. We will make an adequate attempt to contact you concerning approval or denial of your request.
- As a private, nonprofit organization we reserve the right to disrupt or terminate any event taking place on our property if it is deemed unsafe or in breach of this agreement.
- As a private, nonprofit organization we reserve the right to monitor any event taking place in our on our property.
- Completing this application does not guarantee approval or reservation of the rooms.
- DJ and other outside Audio/Visual companies must bring their own equipment if you do not intend to use ours. If you intend to use our equipment but utilize your own entertainment; a briefing must be provided by NTHC staff. You are liable for any equipment you lose, destroy or damage; from negligence or accident. Anyone needing use of our A/V equipment must allow at least one hour or more for special set-up before an event.
- During weekend and after hour events; you, the host, are responsible for keeping guests out of Private parts of the building. This includes the basement and garage areas. If any guests are found to be violating this rule they will be expelled from the building immediately; and not welcome back. Blatant disregard for this rule may result in immediate termination of the event.
- Marijuana, and/or drugs of any kind are not permitted on the premises. Alcohol may only be served in private events, after hours and cannot utilize a bar or outside service. All alcohol must be self-serve, self-provided.
- Pets other than therapy animals are not allowed in rental rooms or in the building without express written consent of the director.
- Prior rental history does not guarantee approval or reservation of the rooms. We are first come, first serve basis.
- Smoking and vaping are not allowed in the building at any time. Our fire suppression system is sensitive. Vapors and smoke may cause damage to it. You will be held liable financially and criminally if any damage is to occur from you or your event attendees.
- The rooms available for rental are the Auditorium, Gymnasium and Theatre. No other rooms will be negotiated without express written consent of the director. Each room will have access to public restrooms. **Attendees may wander, but not interrupt other day-to-day business of NTHC.**
- This application serves as a single use, as-needed basis for this reservation and this one alone. It may not be modified.
- Upon approval, an invoice will be sent and payment it to be received BEFORE any room is to be used. The terms of the agreement must be agreed upon or the room reservation will be forfeited.
- We have special stipulations that must be met if the purpose of the rental is Educational, Political or Religious, please see *the Special Event section.*
- Weekend rental approvals are more stringent as they are based on staff availability. We do not currently rent on Mondays. **We DO NOT ALLOW outside staffing for events.**

Special Event Disclosure

At NTHC we strive to uphold historical accuracy, science, and fact. In our current times it becomes increasingly difficult to stay neutral on topics such as politics, religion, and social norms. While we encourage anyone to believe their personal beliefs up high, as a museum and a place of learning we cannot abandon our principles. President Ronald Reagan is an inspiration to us here at NTHC and this building serves as a testament to his legacy, but we choose not to be politically affiliated. For this reason, we have the following additional terms for Special Events that are Educational, Political or Religious. NTHC is an equal opportunity for all those who apply. You will not be denied based on race, gender, economic/social status, religion, political or sexual orientation. NTHC is a privately owned, nonprofit organization and reserves the right to deny approval of application.

Educational

- Educational events that are religious in nature are designated as religious events and cannot be advertised as educational.
- Educational events that directly conflict with established scientific, historical, or fact are not considered educational and cannot be advertised as so.
- Educational events will be given a 50% discount on the price of all room reservations and priority when scheduling reservations. *(Will be Included on invoice.)*
- Events, workshops or any other event that deals with topics of *pseudoscience, spiritual, paranormal, alternative medicine, astrology, occultism, conspiracy, etc.* are welcome as private events but may not be considered educational and cannot be advertised as so.

Fundraisers and Charity Events (or non-profits)

- All Fundraisers and Charity Events held at NTHC must provide adequate and proper documentation designating the status of their fundraiser or organization. This includes Non-for-profits. Failure to provide proper documentation; may bar you from events at the NTHC.
- *Fundraisers and Charity Events* that are either politically or religiously backed or organized must instead follow the rules for Political and Religious events.
- ***Fundraisers and Charity Events*** **that are political or religious cannot raise funds in our building. This may include local government campaigns and elections funds.**
- *Fundraisers and Charity Events* will be given a 50% discount on the price of all room reservations and priority when scheduling reservations. *(Will be Included on invoice.)*

Political/Government

- If an event has a political party affiliation it must be advertised as such and made clear.
- Official party-political business should not occur on NTHC property, such as but not limited to: swearing of oaths, voting, testimony, ceremony, bill/law drafting, or official diplomacy. *This stipulation does not apply for dealings of private business, Lee County local government, or Dixon local government.*
- **Political events held at NTHC cannot solicit or raise funds.**
- Political events held at NTHC must designate that NTHC is not politically affiliated or affiliated with the organization holding the event.
- Political events may have a party affiliation but cannot deny entry to anyone based on gender, race, sexual orientation, social status, or party affiliation.
- Political events must be advertised as such.

Religious/Spiritual

- If an event has a religious or denomination affiliation, it must be advertised as such and made clear.
- Official religious ceremony should not occur on NTHC property, such as but not limited to: swearing of oaths, voting, testimony, ceremony, bill/law drafting, or official diplomacy. *This stipulation does not apply to any personal rights such as prayer or free speech.*

- Political events must be advertised as such.
- **Religious events held at NTHC cannot solicit or raise funds.**
- Religious events held at NTHC must designate that NTHC is not religiously affiliated or affiliated with the organization holding the event.
- Religious events may have a denomination affiliation but cannot deny entry to anyone based on gender, race, sexual orientation, social status, or party affiliation.

Weddings

- Alcohol may only be served in private events after hours and cannot utilize a bar or outside service. All alcohol must be self-serve, self-provided and distributed in a private wedding.
- At this time we only allow private weddings for both service and reception. This means that a guest list must be utilized and shared with NTHC.
- DJ and other outside Audio/Visual companies must bring their own equipment if you do not intend to use ours. If you intend to use our equipment but utilize your own entertainment; a briefing must be provided by NTHC staff. You are liable for any

Weddings [Continued.]

equipment you lose, destroy or damage; from negligence or accident. Anyone needing use of our A/V equipment must allow at least one hour or more for special set-up before an event.

- **No open flames, or chaffing fuel should be used in the building.**
- No signs, banners, or decorations should be hung without permission and context to NTHC staff. This is to protect our walls and lighting systems.
- **No smoke or fog effects are allowed to be used in the building**.
- Weddings are the only religious ceremonies permitted at NTHC. You, however, must follow all other above guidelines for religious events.
- Weddings require a deposit of $250 but may be more depending on the scope of the wedding.

I, _____sign name_____, have read the above requirements for any special events. I agree to the special terms of the special events or am not having an event that needs to apply the special event rules. I also understand that providing false information or violating the above terms may result in my reservation being cancelled, the event being terminated. In the event of a termination, it may bar me from being able to reserve rooms and event space in the future.

ADDITIONAL AGREEMENT CLAUSES AND TERMS

Advertisement

- Any event held at NTHC should be advertised correctly, as stated in the Special Events agreement section. The events should be named appropriately, accurately and include NTHC as its venue.
- **When Naming NTHC in Advertisements you may only use the following monikers**;
    - *Northwest Territory Historic Center*
    - *Northwest Territory Historic & Discovery Center*
    - *NTHC in the Old South-Central Dixon School*
    - *NTHC of Dixon, IL*
    - *Ronald Reagan's Boyhood School, NTHC*
- Promotions should include NTHC's full name and address. Facebook and online events should be properly tagged and shared with our Facebook.
- Any printed fliers or visual media should include NTHC's logo, clearly and visible.
- Events held at the Northwest Territory Historic Center should be listed as a venue but noted as unaffiliated, unless a partnership or affiliation agreement has been reached.

Violation Penalties

- Any event that violates the scheduled will be liable to additional charges as laid out on the rates page. These penalties will be applied to your bill after the appropriate charges.
- By agreeing to this agreement, you also are aware that you are both financially and legally liable for any damages or broken laws that may occur by you or any attendees of your event. In the event of damage or excessive clean up, security deposits will be forfeited to NTHC for damages or cleaning. Any additional charges that are not covered by the deposit may be levied against you.
- The maximum number of attendees, including yourself and help should not exceed the allotted amount of peoples in each room, even if one or more rooms are rented. Renting additional rooms will not allow this number to increase if they are all in the same room. *Example: If you have an event with 500 total standing attendees; they must be split so that each room is under the maximum occupancy.*
- We have countless priceless and unreplaceable artifacts in addition to millions of dollars of assets. Anyone caught defacing, stealing, breaking, or vandalizing will be held liable to the furthest extent of the law and our ability to prosecute. This includes but is not limited to bathrooms and our landscape.
- We will pursue fines in court and collections if this agreement is violated and not paid within 90 days of the violations.

Subcontracting, Help, and Additional Terms.

- You do not and cannot sub-agreement, subcontract, or sublease this agreement to anyone else.
- We do not allow outside staffing to be brought into the building *(other than notable exceptions; listed below).* This means that if your staff is not large enough to run the event, you will be denied.
- You may not solicit or raise money without prior written approval of the Executive Director of NTHC, Jake Wallin.

Subcontracting, Help, and Additional Terms. [Continued.]

- You may not hire or bring anyone that would interrupt the day-to-day activities of NTHC or its staff. This includes speakers, performers, and any attendee.
- All guests, help, and event staff must follow all rules and procedures for all NON-EMPLOYEES of the building. This includes rules on weapons, cameras, restricted areas, and maintenance.
- **For no reason should you ever bring your own maintenance or any other personnel that need access to the building's restricted areas.**
- You will be required to follow all rules and stipulations that were agreed upon in the application, agreement, or any verbal agreements that may have occurred.
- As a private, nonprofit organization we reserve the right to monitor any event taking place in our on our property.

Notable and accepted exceptions to outside staffing;

- Audio/Visual Companies
- Catering and/or Servers
- Law enforcement. Local, Military, and Government only. Private not allowed.
- Personal Bodyguards and Secret Service. Only relevant government officials may have access to restricted parts of the building.
- Professional Colleagues, Company Liaisons, and Company Spokespersons
- Secretary

Outside staff that is NEVER acceptable.

- Advertisement
- Commercial Developers
- Event Coordinators (Outside the company that holds this agreement.)
- Maintenance
- Media Specialists (Outside the company that holds this agreement.)

By signing this agreement, you agree to the above terms and conditions. By signing this agreement, you also agree to view this document as a legally binding agreement between NTHC and a potential renter of temporary space. At no time is ownership granted to the signee or any attendees of any events or rental spaces. This agreement only honors the specified date and time to be utilized and cannot be modified by the signee. NTHC reserves the right to terminate any event or reservation of space either during, before, or after a agreement for any reason.

Contact Information and Agreement *(Please complete all pages and return via email, mail, or in-person.)*

Signee Name (Printed)	**Signee Name (Signed)**	**Organization**	**Date**

Address	*Phone*	*Email Address*

Date(s) & Times Requested (Must include set-up and tear-down time)	*Approximate Number of Attendees*

Date(s) & Times Requested (Additional Line Space) (Any time that you need for set-up and tear-down must be included)

Thank you for choosing Northwest Territory Historic Center and be sure to apply again. Your rental agreement helps us bring the magic of discovery and learning to Local Dixon Illinois. We hope to see you again soon.

APPLICATION FOR ROOM RENTAL *revised 3/11/26*

Rooms and Amenities

Auditorium

- Max occupancy; 250 standing persons.
- Modifiable overhead or natural lighting.
- Stage with side stage and front stairs and overhead lighting.
- Wi-Fi
- Available Public Address (PA) Audio System and Wireless Microphone System*
- Available Projector and Screen
- Available for Catering
- 1st (Main) Floor Access with Flanking Bathrooms
- Two Entrances that can be closed for Privacy.
- Climate Controlled
- **No Sports or Running**

Gymnasium

- Max occupancy; 250 persons.
- Overhead lighting.
- Small Library Access
- Available Public Address (PA) Audio System and Wireless Microphone System*
- Available Projector and Screen
- Pop-Up Mini Stage Available
- 3rd Floor Access with Flanking Bathrooms
- Two Entrances that can be closed for Privacy.
- Climate Controlled
- **Unreliable Wi-Fi**
- **No Mezzanine****

Theatre

- Max occupancy; 50 persons seated or 80 standing.
- Wi-Fi
- Large HD (720p) TV and Surround Sound System with open HDMI inputs
- 1st (Main) Floor Access, Bathrooms near Auditorium
- Single Door for Privacy
- Climate Controlled
- **Not Available for Catering, Food and Drink not Allowed.**
- **No Sports or Running**
- **Not available Thursdays from 8AM-4PM**

Room Request

□ Auditorium, Attendees (include self) _____
□ Gymnasium, Attendees (include self) _____
□ Theatre, Attendees (include self) _____
□ All Three, Attendees (include self) _____

Contact Name **Phone Number**

Event Name **Organization**

Sign Name **Date**

(Please complete all pages and return via email, mail, or in-person.)

Reservation Amenities

Tables needed? □ YES □ NO IF YES, HOW MANY? _____ *(We have 14x8 ft tables available, each sit 8-10.)*
Chairs needed? □ YES □ NO IF YES, HOW MANY? _____ *(We have standard folding chairs.)*
Wi-Fi needed? □ YES □ NO
Audio/Visual, PA/TV? □ YES □ NO IF YES, WHAT DO YOU NEED? _____
Quiet/Closed Event? □ YES □ NO
Age restricted Event? □ YES □ NO IF YES, WHY? _____ *(Please provide accurate information.)*
Special Category***? □ EDUCATIONAL □ POLITICAL □ RELIGOUS □ PRIVATE □ WEDDING
Catering In? □ YES □ NO IF YES, WHAT TIME? _____ *(No access to kitchen or sink.)*

NO COOKING OR OPEN FLAME ALLOWED INSIDE THE BUILDING.
****Requires Additional Fee***
*****Can be negotiated, please contact directly.***
****See previous page.*

Approved by

Name **Title** **Northwest Territory Historic Center** **Date**

PLEASE NOTICE RATES HAVE CHANGED AS OF March 26

Normal Rates				**Tuesday -Thursday, available within 7:00am-8pm**	
Hourly Rate (less than 7 hours)		*Daily Rate (Up to 8 Hours)*		*Extended Rate (Up to 12 Hours)*	
Auditorium	$40.00	*Auditorium*	$280.00	*Auditorium*	$400.00
Gymnasium	$50.00	*Gymnasium*	$350.00	*Gymnasium*	$500.00
Theatre	$60.00	*Theatre*	$420.00	*Theatre*	$600.00

Weekend Rates				**Friday - Saturday, availability subject to review; within 8am-10pm**	
Hourly Rate (less than 7 hours)		*Daily Rate (Up to 8 Hours)*		*Extended Rate (Up to 12 Hours)*	
Auditorium	$60.00	*Auditorium*	$420.00	*Auditorium*	$600.00
Gymnasium	$70.00	*Gymnasium*	$490.00	*Gymnasium*	$700.00
Theatre	$80.00	*Theatre*	$560.00	*Theatre*	$800.00

Additional Fees	**Hourly**	**Daily**	**Extended**
Use of Audio/Video Equipment for Auditorium	$ 25.00	$ 175.00	$ 250.00
Use of Audio/Video Equipment for Gymnasium, Includes Pop-Up Stage	$ 50.00	$ 350.00	$ 500.00
Special Lighting Mounting or Placement Movement	$ 50.00	$ 50.00	$ 50.00
Wedding Deposit (Refunded if no damage occur)	$ 250.00	$ 250.00	$ 250.00
Security Staff for Event, 2 Personelle	$ 50.00	$ 350.00	$ 500.00
Museum Open Past Closing	$ 50.00	$ 350.00	$ 500.00

Maximum Guests	**Standing**	**Sitting**	**Tables with Chairs**
Auditorium	250	200	128 guests at 8 chairs per 16 tables
Gymnasium	250	200	100 guests at 8 chairs per 12 tables
Theatre	80	50	18 guests at 6 chairs per 3 tables

Fees, Penalties, and Notes
Ask about multi-day and weekly rates
No events on Monday; unless exceptions are made
No subcontracting or outside staff is to be allowed in the building other than exceptions listed on application
An hourly rate of double is charged for each hour past the scheduled time; this includes retreival of equipment

***Please note that any additional time spent outside of your requested hours will be invoiced after your event.**

New Operation Hours Effective March 11, 2026

Monday	CLOSED
Tuesday	9AM-5PM
Wednesday	9AM-5PM
Thursday	9AM-5PM
Friday	9AM-5PM
Saturday	CLOSED
Sunday	CLOSED