

**Why Northwest Territory Historic 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:*

- Completing this application does not guarantee approval or reservation of the rooms.
- Prior rental history does not guarantee approval or reservation of the rooms. We are first come first serve basis.
- 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.
- The rooms available for rental are the Auditorium, Gymnasium and Theatre. No other rooms will be negotiated. Each room will have access to public restrooms. Attendees may wander, but not interrupt other day-to-day business of NTHC.
- As of now, we will only be allowing rental of space Monday-Friday 7:30AM-4PM, Monday-Friday. At this time weekends and non-business hours will not be negotiated.
- 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*.
- Alcohol, marijuana, and/or drugs of any kind are not permitted on the premises.
- Smoking and vaping are not allowed in the building at any time.
- Pets other than therapy animals are not allowed in rental rooms.
- Upon approval, a contract must be signed, and payment received BEFORE any room is to be used. The terms of the contract must be agreed upon or the room reservation will be forfeited.

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

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<i>Contact Name</i>	<i>Private Event or Public?</i>	<i>Organization</i>
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<i>Address</i>	<i>Phone</i>	<i>Email Address</i>
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<i>Date(s) Requested</i>	<i>Times Requested</i>	<i>Approximate Number of Attendees (Max 100)</i>
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**Reservation Amenities**

Tables needed?     YES     NO    IF YES, HOW MANY? \_\_\_\_\_ *(We have 18x8 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

Quiet/Closed Event?     YES     NO

Age restricted Event?     YES     NO    IF YES, WHY? \_\_\_\_\_ *(Please provide accurate information.)*

Catering In?     YES     NO    IF YES, WHAT TIME? \_\_\_\_\_ *(No access to kitchen or sink.)*

**NO COOKING OR OPEN FLAME ALLOWED INSIDE THE BUILDING.**

Special Category?     EDUCATIONAL     POLITICAL     RELIGIOUS     PRIVATE    *(See next page.)*

**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 will be given a 50% discount on the price of all room reservations and priority when scheduling reservations.
- Educational events that are religious in nature are designated as religious events and cannot be advertised as so.
- 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.
- Educational events that directly conflict with established scientific, historical, or fact are not considered educational and cannot be advertised as so.

*Political/Government*

- Political events must be advertised as such.
- If an event has a political party affiliation it must be advertised as such and made clear.
- 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.
- 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.

*Religious/Spiritual*

- Political events must be advertised as such.
- If an event has a religious or denomination affiliation, it must be advertised as such and made clear.
- 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.
- 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.*

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.

**APPLICATION FOR ROOM RENTAL**

revised 5/16/2023

**Rooms and Amenities**

*Auditorium*

- Max occupancy; 100 persons.
- Overhead or natural lighting.
- Stage with side stage and front stairs and overhead lighting.
- Wi-Fi
- Available Public Address (PA) Audio System
- Available for Catering
- 1<sup>st</sup> (Main) Floor Access with Flanking Bathrooms
- Two Entrances that can be closed for Privacy.
- Climate Controlled

*Gymnasium*

- Max occupancy; 80 persons.
- Overhead lighting.
- Small Library Access
- 3<sup>rd</sup> Floor Access with Flanking Bathrooms
- Two Entrances that can be closed for Privacy.
- Climate Controlled
- **Unreliable Wi-Fi**
- **No Mezzanine**
- **No Sports or Running**
- **Not Available for Catering, Food and Drink not Allowed.**

*Theatre*

- Max occupancy; 48 persons.
- Wi-Fi
- Large HD (720p) TV and Surround Sound System with open HDMI inputs
- 1<sup>st</sup> (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**

**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.)*

Normal Hourly Rate				Education/Schooling Hourly Rate			
Occupancy	Auditorium	Theatre	Gymnasium	Occupancy	Auditorium	Theatre	Gymnasium
1-25	\$20	\$25	\$20	1-25	\$10	\$13	\$10
26-50	\$35	\$50	\$35	26-50	\$18	\$25	\$18
51-75	\$50	\$100	\$50	51-75	\$25	\$50	\$25
76-100	\$100	N/A	\$100	76-100	\$50	N/A	\$50
Daily Rate (7:30AM-4PM)				Daily Rate (7:30AM-4PM)			
Occupancy	Auditorium	Theatre	Gymnasium	Occupancy	Auditorium	Theatre	Gymnasium
1-25	\$100	\$100	\$100	1-25	\$50	\$50	\$50
26-50	\$125	\$200	\$125	26-50	\$63	\$100	\$63
51-75	\$150	\$300	\$150	51-75	\$75	\$150	\$75
76-100	\$250	N/A	\$250	76-100	\$125	N/A	\$125
Weekly Rate	Gymnasium			Weekly Rate	Gymnasium		
1-25	\$ 450			1-25	\$225		
26-50	\$ 650			26-50	\$325		
51-75	\$ 850			51-75	\$425		
76-100	\$ 1,000			76-100	\$500		

**GUIDED  
TOURS  
ARE FREE  
FOR  
SCHOOLS**

