

**The Historic Nissen House
Facility Rules and Regulations**

6/20/2021

1. All rental events at the Historic Nissen House will be scheduled at least 30 days in advance, if possible, especially large events of more than 25 people.
2. The Historic Nissen House Rental Application will act as the contract between the Historic Nissen House owners (referred to from now on as the “owners” or the “Nissen House ownership”) and the renter (referred to from now on as the “renter” or “Guest-in-Charge”).
3. The person listed on the Historic Nissen House Rental Application, or authorized designee age 21 and over, shall serve as Guest-in-Charge. That person shall be in attendance throughout the event and shall ensure the guests remain in the space(s) rented and follow Nissen House policies and Facility Rules and Regulations.
4. Free parking is available adjacent to the Nissen House in the Town Hall Annex parking lot. Guests should not park in the driveway behind the Nissen House, which is reserved for drop-offs and caterers.
5. Renters must be aware of and comply with all appropriate laws applicable to public conduct and safety during the event. Ref: Lewisville NC website <https://www.lewisville.net> and Forsyth County NC Sheriff’s Office website <https://www.co.forsyth.nc.us/Sheriff/>.
6. Alcohol: Beer, wine or champagne may be consumed inside the Nissen House by preapproval of the Nissen House Manager, but NO SALE of alcoholic beverages of any kind is permitted on the premises. Consumption of hard liquor on the premises is prohibited. Providing alcohol to, or consuming alcohol by, anyone under the age of 21 is strictly prohibited.
7. The possession, use, or sale of controlled substances is strictly forbidden on Nissen House property.
8. The possession of firearms and weapons on the Nissen House property is strictly forbidden.
9. The use of tobacco products or smoking devices inside the Nissen House and on Nissen House property is prohibited.
10. The use of any open flames, including candles, is prohibited in the house.
11. The safety and supervision of children attending the event are the responsibilities of the parents and adults overseeing the event.
12. The adult to youth ratio for all events shall be at least one (1) adult for every five (5) youths under eighteen (18) years of age.
13. Pets are prohibited, with the exception of service animals.
14. Excessive noise and behavior offensive to the neighbors is prohibited. Please be aware that an adjoining room may be rented by another group at the same time. We ask that courtesy be extended to each other.

15. No rented furniture will be allowed inside the House. Rented furniture may be used outside the House only.
16. Outside tents must be anchored with weighted apparatus; NO STAKES ALLOWED.
17. All rented items including furniture, tents, etc., must be removed from Nissen House property within ____ (to be determined by renter and Manager) hours after the end of the rental event. The rental event Guest-in-Charge must show the Nissen House Manager that an alternative way of removing rented items will be in place, in case the rental company does not remove items promptly.
18. No Nissen House furniture—including folding furniture--, décor items, decorations, kitchen items, etc., may be taken or used outside.
19. No Nissen House furniture may be moved from its original location within the House unless approved by the Nissen House Manager or Monitor.
20. Note: Nissen House folding chairs are the only chairs in the Nissen House that are certified for holding up to 300 lbs. For their safety, please encourage heavy guests to use folding chairs rather than the historical seating. Please let the Nissen House Manager know that folding chairs will be needed ahead of the event.
21. The use of wheeled equipment that would damage the wood floors is prohibited.
22. No personal or organization-owned furniture or equipment may be brought in or used in the Nissen House during the rental event. Exceptions to this rule include: wheel chairs, walkers, motorized wheel chairs, and such items as flag poles, podiums, projectors, laptop computers, and projection screens, as long as these do not damage floors. For all other items, a request for use must be submitted to the Nissen House Manager for a decision.
23. Only power cords and extension cords that have grounded three-prong plugs may be used inside or outside the Nissen House.
24. Any decorations must be affixed in a manner that will not result in damage to the property. The use of tape that will lift paint or mar the surface is prohibited, along with pins, nails, etc.
25. Wall hangings, including but not limited to portraits and photographs, may not be removed from the walls. Likewise, Historical Society items may not be removed from their display location.
26. All rental guests must bring in their own dishes, glasses, cups, utensils, cookware, serving dishes, napkins, and table coverings or have a caterer provide such items for the rental event. Nissen House kitchen items such as dishes, glasses, cups, utensils, cookware, serving dishes, napkins and table coverings cannot be used by guests for a rental event.
27. Nissen House kitchen items that may be used by rental guests or their caterers are the following: refrigerator and freezer, sink and drain rack, microwave oven, hot plate, warming cabinet, trash can.
28. The Guest-in-Charge needs to notify the Event Monitor or Manager prior to the event if the warming cabinet in the kitchen will be needed in order to permit warming-up of the

- cabinet. The warming cabinet may be used by rental guests or caterer only under the supervision of the Nissen House Event Monitor or Manager.
29. At the conclusion of the event, the renter shall return the room(s) to the condition found when the renter assumed possession. This shall include cleanup, trash removal, and removal of renter's property.
 30. Cleaning equipment and cleaning supplies that belong to the Nissen House may be used by guests for after event clean-up.
 31. The Nissen House assumes no responsibility for personal property brought into or left at the facility.
 32. Renter assumes full liability for any physical damage to the property or any theft that occurs during the renter's possession. Such liability shall be deducted from the Security Deposit.
 33. Renter shall indemnify and hold harmless the Nissen House ownership for any legal actions that may arise as a consequence of the actions of the renter and/or renter's guests during the renter's possession.
 34. The Nissen House ownership shall, within two weeks following the conclusion of the rental period, return to the renter the Security Deposit, less any amounts deemed necessary to cover renter-responsible cleanup cost as well as the cost for replacement of stolen items, and/or the cost of damages inflicted upon the premises by the renter, renter's guests, caterers, contractors, and any and all such other persons who attend during the rental event.
 35. Any violation of the above rules may jeopardize the renter's future use of the facility.