



**GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DIVISION OF LIBRARIES, ARCHIVES AND MUSEUMS**

RENTAL USE OF PROPERTIES/FACILITIES

Rules and Regulations

The Department of Planning and Natural Resources (DPNR) is an agency within the Government of the Virgin Islands (GVI). DPNR was established by Title 3, V.I.C. § 400(a) to administer and enforce all laws pertaining to fish and wildlife, trees and vegetation and water resources including the protection of safe drinking water, air pollution and water pollution, flood control, mineral and other natural resources, preservation of the archaeological, architectural, cultural and historical heritage of the United States Virgin Islands including public museums, monuments and memorials, pesticide control, coastal zone management, coastal lands and off-shore islands and cays, mooring and anchoring of vessels within the territorial waters, earth change permits, and zoning. Additionally, conservation regulations and enforcement powers and codified in Title 12 V.I.C.

DPNR's mission is to protect, maintain, and manage the natural and cultural resources of the US Virgin Islands. This mission is accomplished through coordination and collaboration with local, federal, and non-government organizations, to ensure that present and future generation live safer, fuller lives, in harmony with their environmental and cultural heritage.

Based on GVI's guidelines, DPNR has a responsibility to ensure the properties / facilities under its jurisdiction are properly cared for, as well as available for the use of its community partners providing said use is within the applicable guidelines of all local and federal agencies. The Commissioner of DPNR may, upon written request, grant permission for its facilities and properties, which are within the jurisdiction of DPNR ("Department") for historical, educational, cultural, civic, social and / or other approved purposes, subject the below outlined guidelines and local and federal regulations.

Purpose of Regulations

The purposes of these regulations are as follows:

- To ensure proper use of and to protect DPNR properties, and facilities
- To give priority to DPNR Divisions in the use of its properties and facilities
- To reduce the added cost of arising from excessive use of its properties and facilities

Restricted Activities

The use of DPNR properties / facilities is permitted for activities described pursuant to 17 V.I.C. §45. Activities not allowed are illegal ventures and those associated with commercial functions.

Time Limit

The use of DPNR properties/facilities by the public should be completed by midnight unless preapproved by an authorized DPNR representative. Unless special permission is granted, the facility shall be cleaned, restored, and vacated within one and half (1 ½) hours after the designated ending time of the activity.

Use of Equipment

The use of equipment for DPNR properties/facilities is restricted to (a) seats, (b) stage (where stage is permanently erected), (c) lights, and (d) air condition, if available in the particular facility. Any other equipment to include, but not limited to projectors, and computer, etc. – can only be used by special permission subject to prove that a qualified operator will be using the item or equipment. In the event of damage, it is expressly understood that the user shall be held fully liable for all repairs or for its replacement. Any equipment anticipated to be brought into the proposed rental facility shall be indicated on the Application for Rental Use and granted special permission prior to event.

Auditorium, stage fittings, fixtures, hanging, scenery, furniture, and /or other equipment and accessories shall not be removed, rearranged, or altered without advance written approval of the DPNR. Auxiliary lights, electrical appliances or accessories shall not be attached to facility surfaces (walls, ceilings, etc.) without written prior approval of DPNR.

Damages / Custodial Services

Applicants granted permission to use DPNR properties/facilities are personally responsible for any and all damage(s) to the facility in accordance with 17 V.I.C. §45. Applicants are responsible to properly clean the premises and clear that area of any debris not belonging in that anticipated area immediately after the authorized activity. Failure to return property to its original condition will result in rejection of future applications, and/or revocation of permission already granted, and/or damage assessment fees in accordance with 17 V.I.C. §45. Regardless of the Applicant's duty to clean the premises and return the property to its original condition, a custodial service fee for all activities is required.

Safety and Security

For functions for which the number of attendees is anticipated to exceed one hundred fifty (150) persons, applicant shall be required to furnish sufficient security to assure compliance with all applicable laws, rules, and regulations. Applicants shall make provisions to have security and/or police presence to maintain order, keep the peace, control traffic, and prevent vandalism and damage to DPNR and its facilities, injuries to its occupants, prevent all drug use on the premises, and take all other steps necessary to ensure the safety at the event and for the attendees.

Department's Representatives

The DPNR shall have the right to have its representatives or employees present at all times during the rental periods. Said employee or representative shall be the authority for the Department. The applicant shall cooperate with the Department's representatives in complying with rules and regulations and with instructions given by the Department's representatives on its premises. Failure to comply with rules and regulations and/or instructions from the Department's representatives may result in rejection of future applications, and/or revocation of permission already granted. Designated DPNR's representative and/or employee to monitor the event shall not be required to pay an entrance fee.

Liquor and Drugs Prohibited

The presence, possession, sale, and/or use of narcotics, hallucinogenic drugs, marijuana, barbiturates, etc., are prohibited on all DPNR properties and facilities and at all activities. Alcoholic beverages are allowed subject to DPNR approval.

Signage

No signs, displays, or materials may be attached to or nailed against the walls, windows, woodwork, draperies, blinds, stage curtains, grounds, drives, etc., without written approval from DPNR. If permission is granted, applicants must return the premises to its original condition immediately following the authorized activity. Failure to return property to its original condition will result in rejection of future applications, revocation of permission already granted, and/or damage assessment fees in accordance with 17 V.I.C. §45.

Charges and Fees and Application Procedure

Pursuant to Title 3, Section 96 of the Virgin Islands Code, DPNR may establish and collect reasonable fees for the private use of its properties/facilities. Additional fees may be assessed in accordance with 17 V.I.C. §45 should damage be caused to the rental facilities. DPNR reserves the right to change the charges and fees by promulgation of revised Rules and Regulations without advanced written notice. For schedule fee information, as well as the application procedure, refer to the respective facility.

- St. Croix:
 - Athalie McFarlane Petersen Public Library Page 11
 - Florence A. Williams Public Library Page 13
 - Fort Frederik Museum National Historic Landmark Site Page 15

- St. John
 - Elaine Ione Sprauve Library and Museum of Cultural Arts Page 18

- St. Thomas
 - Charles Wesley Turnbull Regional Public Library Page 20
 - Fort Christian Museum National Historic Landmark Site Page 23

Indemnification

The Government of the Virgin Islands and the Department of Planning and Natural Resources assume no responsibility whatsoever for any injury to persons or personal property placed in buildings requested for rent / use. The Applicant agrees and understands the Government of the Virgin Islands, Department of Planning and Natural Resources inclusive of its commissioner, directors, leadership team, staff, employees, officers, and agents are expressly indemnified, released, waived, discharged, and held harmless from any and all liability for any loss damage, liability, claims, demands, detriments, costs, charges and expense (but not limited to including attorney's fees) and causes of action of whatsoever character which DPNR may incur, sustain or be subjected to, arising out of or in any way connected to the permitting and allowing the use of the designated rental(s) under this Agreement.

Liability Insurance

Prior to the event occurring, the applicant must provide the DPNR with a Certificate of Liability Insurance with Declaration/Endorsement pages showing the Applicant has a minimum \$1,000,000.00 event general liability insurance, for the rental period, adding the Government of the Virgin Islands and the Department of Planning and Natural Resources as an additional insured and certificate holder on the insurance policy. The Department reserves the right to increase the limits on the insurance policy.

DPNR, as its discretion, may opt to have the applicant sign a liability waiver to hold harmless Government of the Virgin Islands and Department of Planning and Natural Resources.

WAIVER FOR LIABILITY INSURANCE

_____ assumes full and complete responsibility for all liabilities to any person or persons as a result of its control of the area, and will hold the Government of the Virgin Islands, Department of Planning and Natural Resources, and/or its representatives free and harmless for civil or other liabilities of any kind during the period it is in control of the premises pursuant to this agreement.

Name of Authorized Representative	Organization	Job Title
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Signature of Authorized Representative of Organization above	Date
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Facility: Approved/Disapproved	DLAM: Approved/Disapproved	DPNR: Approved/Disapproved
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Name, Signature, and Date		
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Applicants' Supporting Documents

Applicants must submit documents in the legal name of the organization as it is officially registered. DPNR reserves the right to request additional documents, if deemed necessary.

- A. If applicant is a corporation, LLP, or LLC applicant must submit the following:
 - 1. Current business license,
 - 2. Articles of incorporation or organization,
 - 3. Certificate of good standing or existence,
 - 4. Certificate of Resolution designating authorized signer of Rental
 - 5. Certificate of Liability Insurance with Declaration/Endorsement pages

- B. If applicant is a partnership, sole proprietor, non-profit association, applicant must submit the following:
 - 1. Current business license or permit if a fee is being charged to participants for planned activity,
 - 2. By-laws or Articles of Incorporation (as applicable),
 - 3. Certificate of good standing or existence,
 - 4. Certificate of Resolution designating authorized signer of Rental Agreement
 - 5. Certificate of Liability Insurance with Declaration/Endorsement pages
 - 6. Legal non-profit letterhead or a 501c3 Certificate denoting non-profit status

Compliance/Reservation of Rights

Applicants are required to comply with the Rules and Regulations set forth herein. The Department of Planning and Natural Resources reserves the right to cancel any notice already given to an applicant of approved rental or terminate any agreement with an applicant without recourse and with or without cause. Further, applicant and all users/occupants must vacate the premises immediately pursuant to a court order, inclement weather, natural disasters, acts of God, construction, notice of another Governmental agency’s lawful mandate, or upon notice by the Department at its discretion. Additionally, the Department of Planning and Natural Resource shall not be liable for any costs, expenses, damages, fees and/or other associated cost regarding the effects of this paragraph and the Department shall not be liable for any direct, indirect, or consequential damages as a result of any cancellation.

The Department of Planning and Natural Resources reserves the right to deny or reject applications or revoke permission already granted to applicants, who have at any time failed to comply with the Rules and Regulations set forth herein.

Unless otherwise stated in the respective facilities, the above rules and regulations apply to all facilities / properties within the Department of Planning and Natural Resources Division of Libraries, Archives, and Museums.



**GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DIVISION OF LIBRARIES, ARCHIVES AND MUSEUMS**

APPLICATION RENTAL USE

DATE OF APPLICATION: _____

Please complete the entire application legible. All applications must be signed and dated. All applications must be submitted at least 30 business days prior to requested time to the respective DPNR's representative outlined below:

FACILITY	CONTACT REPRESENTATIVE
Athalie McFarlane Petersen Public Library	Lisa Lubrin, Office Manager 340-773-5715 lisa.lubrin@dpnr.vi.gov
Charles Wesley Turnbull Regional Public Library	Kim Blackett, Administrative Specialist 340-774-0630 kim.blackett@dpnr.vi.gov
Elaine Ione Sprauve Library and Museum of Cultural Arts	Kim Blackett, Administrative Specialist 340-774-0630 kim.blackett@dpnr.vi.gov
Florence A. Williams Public Library	Lisa Lubrin, Office Manager 340-773-5715 lisa.lubrin@dpnr.vi.gov
Fort Christian Museum National Historic Landmark site	Levi Farrell, Curator 340-714-3678 levi.farrell@dpnr.vi.gov
Fort Frederik Museum National Historic Landmark site	Evelyn Pena-Felix, Office Manager 340-772-2021 evelyn.pena-felix@dpnr.vi.gov

Please note:

When submitting your application electronically (via email), kindly cc Kim Blackett at kim.blackett@dpnr.vi.gov and Arlene L. Pinney-Benjamin at arlene.benjamin@dpnr.vi.gov on all application for all facilities please.

FACILITY REQUESTED:

__ St. Croix

__ Athalie McFarlane Petersen Public Library

- Conference Room Lawn

__ Florence A. Williams Public Library

- Conference Room Parking Lot Special Collections
 Theater

__ Fort Frederik Museum National Historic Landmark Site

- Conference Room Courtyard Lawn

__ St. John

__ Elaine Ione Sprauve Library and Museum of Cultural Arts

- Children’s Room Lawn

__ St. Thomas

__ Charles Wesley Turnbull Regional Public Library

- Auditorium Conference Room (Small) Conference Room (Large)
 Mezzanine Parking Lot Patio (Southern / Northern)

__ Fort Christian Museum National Historic Landmark Site

- Church Conference Room Courtyard
 Lawn (Eastern / Western) Roof

REQUESTED DATE OF EVENT: Option #1: _____

Option #2: _____

Option #3: _____

REQUESTED TIME(S) OF EVENT: _____

TIME OF THE DAY: _____ **DAY OF THE WEEK:** _____

TYPE OF EVENT: Please provide specific descriptions and details. _____

APPLICANT INFORMATION:

Applicant / Organization:

Name of Applicant / Organization: _____

Name of Contact Person: _____

Contact Telephone Numbers: _____ (cell) _____ (wk)

Email Address: _____ Fax: _____

Type of Organization:

___ Non-Profit ___ For Profit ___ Private ___ Government

___ Other: _____

Mailing Address: _____

Physical Address: _____

Organization Contact: _____ (tel) _____ (fax)

Email Address: _____

Name of Authorized Agent (signatory on agreement): _____

Authorized Agent's Job Title in Organization: _____

Contact: _____ Email Address: _____

Event Description:

Is the event opened to the public? Yes No

Will there be an admission charge? Yes No If yes, what will be the fee? \$ _____

Participants: Adults Children Teenagers Combined Estimated Attendees: _____

Service Provider(s):

Would food be served? Yes No If yes, identify the caterer's name and contract information.

Name: _____

Telephone number: _____ Email address: _____

Where applicable, provide the name of service provider(s).

Name of Decorator: _____

Telephone number: _____ Email address: _____

Name of Musician / Band: _____

Telephone number: _____ Email address: _____

Name of Security Firm: _____

Telephone number: _____ Email address: _____

Other Service Provider(s):

Type of Service offered / Service Provider: _____

Telephone number: _____ Email address: _____

Type of Service offered / Service Provider: _____

Telephone number: _____ Email address: _____

Will alcohol be served? Yes No

If yes, provide the name of the bartender(s): _____

Additional Requested Services

Services Requested, whereby available at the respective facilities:

AV Equipment(s) Yes No Specific Needs: _____

Chairs: Yes No Quantity: _____

PA Equipment(s) Yes No Specific Needs: _____

Tables: Yes No Quantity: _____

Other: _____ Quantity: ____ Specific Needs: _____

Other: _____ Quantity: ____ Specific Needs: _____

List all equipment that will be brought into the Department of Planning and Natural Resources facility.

The Government of the Virgin Islands and/or the Department of Planning and Natural Resources is not liable for any equipments, supplies, furniture / fixtures, drinks or food left unattended by applicant.

ACKNOWLEDGEMENT:

By signing below, I _____, acknowledge and represent that the information provided herein is true and accurate and I have read and assume responsibility for compliance with the Rules and Regulations for Rental use of the Department of Planning and Natural Resources (DPNR) property. I understand that the foregoing application is subject to approval and the requested DPNR property / facility is not reserved until I receive an official written notice. I further understand that if the application is approved, I will be required to remit the required fee(s) and the duly authorized agent of the application will be required to execute a rental agreement and provide the requisite insurance and applicable supporting documents to secure the requested property in accordance with the DPNR authority pursuant to 3 V.I.C. 96, 17 V.I.C. 45, and the Rules and Regulations for the Rental Use of DPNR property / facility.

Applicant Signature: _____ Date: _____

APPROVAL SECTION

DATE DPNR RECEIVED APPLICATION: _____

Name of Applicant / Organization: _____

Requested Facility: _____

Facility Use Fees: \$_____ Fees Include: _____

DPNR REPRESENTATIVE / ADVISORY COMMITTEE CHAIRPERSON:

Authorized DPNR representative / Advisory Committee Designee: _____

Job Title: _____

Recommended Not Recommended

Reasons / Comments: _____

Signature: _____ Date: _____

DIRECTOR LEVEL

Name of Director / Designee: _____

Job Title: _____

Recommended Not Recommended

Reasons / Comments: _____

Signature: _____ Date: _____

COMMISSIONER LEVEL

Name of Commissioner / Designee: _____

Job Title: _____

Recommended Not Recommended

Reasons / Comments: _____

Signature: _____ Date: _____

DEPARTMENT OF PROPERTY AND PROCUREMENT LEVEL

Name of Commissioner / Designee: _____

Job Title: _____

Recommended Not Recommended

Reasons / Comments: _____

Signature: _____ Date: _____

ST. CROIX

ATHALIE McFARLANE PETERSEN PUBLIC LIBRARY

GENERAL POLICIES AND PROCEDURES

- Amplification of sound must be at levels equivalent to dinner music or that allows for easy conversation.
- Security must remain onsite until all personnel, including the DPNR representative(s), at the respective facilities vacate the premises.
- Large bands are not permissible for functions. Acceptable bands are jazz combos, chamber music, ensembles, and dee-jays
- Payment may be made in full by cash, certified check, or US postal money order at least ten business days before the scheduled events. Certified checks or US postal money order should be made out to the Government of the Virgin Islands with DPNR – Athalie McFarlane Petersen Public Library in the memo section.
- If the full payment is not received within ten business days of the event, the reservations will be cancelled by DPNR.
- Reservations by telephone will not be accepted.
- The applicant is responsible for completing the application in its entirety and submitting it to an assigned DPNR representative.
- No materials of any kind can be sold on library premises without prior approval from DPNR.
- All printed materials advertising the event, including newspaper advertisement must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program, or its content by Government of the Virgin Islands, Department of Planning and Natural Resources, Division of Libraries, Archives, and Museum, and/or the Athalie McFarlane Petersen Public Library.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The library's telephone number may not appear on the publicity. Publicity for an event, e.g., notice on a Library Bulletin Board, flyers to be placed on a Library giveaway table, etc., may be allowed with prior arrangement and permission from DPNR.
- All members of the organization and the audience attending the event must leave the building by closing time. The applicant must provide their own equipment for audiovisual or multimedia-based presentations. Some equipment may be available upon advance request.
- Arrangements may be made for a DPNR representative to operate a projector or other equipment at the library. These arrangements must be made at least two (2) weeks in advance of the event. Applicable fees may apply, if the services are requested after 5:00 pm of the work week.
- The library cannot guarantee a wireless open Internet connection. Direct connections to the Library's network are not available.
- The applicant will be liable for any damages to DPNR property / facility.
- Non-alcoholic beverages and light refreshments may be served, providing it does not interfere with facility operations.
- Smoking of any kind is not permitted in any of DPNR premises.
- Tipping of a DPNR representative / employee is prohibited.

- DPNR will not assume responsibility for any properties an applicant, its representatives and / or attendee misplaces at its premises in connection with an event.
- The name and/or address of DPNR, DLAM and/or the Athalie McFarlane Petersen Public Library may not be used as the official address or headquarters of an organization.
- For filming, to include but not limited to documentaries, photo shoots, advanced written request must be submitted for DPNR’s written approval. Applicable fees may apply.
- All animals, except for service animals, are not allowed. DPNR reserves the right to request a certificate.
- All applicants requesting the use of Athalie McFarlane Petersen Public Library must show proof of insurance and provide to DPNR valid documentation confirming that the Government of the Virgin Islands and the Department of Planning and Natural Resources have coverage on said policy for the date and duration of the meeting / event.
- It is understood that a copy of the approved application must be represented to the DPNR representative on the day of the event.
- It is understood that inquiries concerning the event may be referred to the undersigned.
- DPNR reserves the right to monitor compliance with these regulations.
- Comments regarding this policy can be referred to DPNR-DLAM.

FEES

Governmental Agencies

	TIME FRAME	COST
Lawn	Up to 4 hours	\$200.00
	After 4 hours	\$75.00 per hour (additional)

Non-Governmental Agencies

	TIME FRAME	COST
Lawn	Up to 3 ½ hours	\$300.00
	After 3 ½ hours	\$100.00 per hour (additional)

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

ST. CROIX
FLORENCE A. WILLIAMS PUBLIC LIBRARY

GENERAL POLICIES AND PROCEDURES

- Amplification of sound must be at levels equivalent to dinner music or that allows for easy conversation.
- Security must remain onsite until all personnel, including the DPNR representative(s), at the respective facilities vacate the premises.
- Large bands are not permissible for functions. Acceptable bands are jazz combos, chamber music, ensembles, and dee-jays
- Payment may be made in full by cash, certified check, or US postal money order at least ten business days before the scheduled events. Certified checks or US postal money order should be made out to the Government of the Virgin Islands with DPNR - Florence A. Williams Public Library in the memo section.
- If the full payment is not received within ten business days of the event, the reservations will be cancelled by DPNR.
- Reservations by telephone will not be accepted.
- The applicant is responsible for completing the application in its entirety and submitting it to an assigned DPNR representative.
- No materials of any kind can be sold on library premises without prior approval from DPNR.
- All printed materials advertising the event, including newspaper advertisement must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program, or its content by Government of the Virgin Islands, Department of Planning and Natural Resources, Division of Libraries, Archives, and Museum, and/or the Florence A. Williams Public Library.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The library's telephone number may not appear on the publicity. Publicity for an event, e.g., notice on a Library Bulletin Board, flyers to be placed on a Library giveaway table, etc., may be allowed with prior arrangement and permission from DPNR.
- All members of the organization and the audience attending the event must leave the building by closing time. The applicant must provide their own equipment for audiovisual or multimedia-based presentations. Some equipment may be available upon advance request.
- Arrangements may be made for a DPNR representative to operate a projector or other equipment at the library. These arrangements must be made at least two (2) weeks in advance of the event. Applicable fees may apply, if the services are requested after 5:00 pm of the work week.
- The library cannot guarantee a wireless open Internet connection. Direct connections to the Library's network are not available.
- The applicant will be liable for any damages to DPNR property / facility.
- Non-alcoholic beverages and light refreshments may be served, providing it does not interfere with facility operations.
- Smoking of any kind is not permitted in any of DPNR premises.
- Tipping of a DPNR representative / employee is prohibited.

- DPNR will not assume responsibility for any properties an applicant, its representatives and / or attendee misplaces at its premises in connection with an event.
- The name and/or address of DPNR, DLAM and/or the Florence A. Williams Public Library may not be used as the official address or headquarters of an organization.
- For filming, to include but not limited to documentaries, photo shoots, advanced written request must be submitted for DPNR’s written approval. Applicable fees may apply.
- All animals, except for service animals, are not allowed. DPNR reserves the right to request a certificate.
- All applicants requesting the use of the Florence A. Williams Public Library must show proof of insurance and provide to DPNR valid documentation confirming that the Government of the Virgin Islands and the Department of Planning and Natural Resources have coverage on said policy for the date and duration of the meeting / event.
- It is understood that a copy of the approved application must be represented to the DPNR representative on the day of the event.
- It is understood that inquiries concerning the event may be referred to the undersigned.
- DPNR reserves the right to monitor compliance with these regulations.
- Comments regarding this policy can be referred to DPNR-DLAM.

FEES

Governmental Agencies

	TIME FRAME	COST
Parking Lot	Up to 5 hours	\$200.00
	After 5 hours	\$75.00 per hour (additional)
Theater	Up to 4 hours	\$200.00
	After 4 hours	\$75.00 per hour (additional)

Non-Governmental Agencies

	TIME FRAME	COST
Parking Lot	Up to 4 hours	\$300.00
	After 4 hours	\$100.00 per hour (additional)
Theater	Up to 3 ½ hours	\$300.00
	After 3 ½ hours	\$100.00 per hour (additional)

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

ST. CROIX

FORT FREDERIK MUSEUM NATIONAL HISTORIC LANDMARK SITE

GENERAL POLICIES AND PROCEDURES

- Amplification of sound must be within the approved legal levels of the VI code.
- Security must remain onsite until all personnel, including the DPNR representative(s), at the respective facilities vacate the premises.
- Payment in full may be made by cash, certified check, or US postal money order at least ten business days before the scheduled events. Certified checks or US postal money order should be made payable to the Government of the Virgin Islands with DPNR-Fort Frederik Museum in the memo section.
- If the full payment is not received within ten business days of the event, the reservations will be cancelled by DPNR.
- Reservations by telephone will not be accepted.
- The applicant is responsible for completing the application in its entirety and submitting it to an assigned DPNR representative.
- No materials of any kind can be sold on The Fort's premises without DPNR's written approval.
- All printed material advertising the meeting / event, including newspaper advertisement must include the following disclaimer: "Use of The Fort's meeting space does not constitute endorsement of this organization, this program, or its content by Government of the Virgin Islands, Department of Planning and Natural Resources, Division of Libraries, Archives, and Museums, and/or the Fort Frederik Museum.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting / event. The Fort should not be identified or implied as a sponsor. The Fort's telephone number should not appear on the publicity. Publicity for an event, e.g., notice on a Fort's Bulletin Board, flyers to be placed on a Fort giveaway table, etc., may be allowed with prior arrangement and permission from DPNR.
- All members of the organization and the audience attending the meeting / event must leave the building by closing time. The applicant must provide their own equipment for audiovisual or multimedia-based presentations.
- The Fort cannot guarantee a wireless open Internet connection. Direct connections to The Fort's network are not available.
- The applicant will be liable for any damages to DPNR property / facility.
- During business hours, non-alcoholic beverages and light refreshments may be served, providing it does not interfere with facility operations.
- Alcoholic beverages, outside of business hours, may be permitted with advanced written approval from DPNR.
- Smoking of any kind is not permitted on any of DPNR – DLAM premises.
- Tipping of a DPNR representative / employee is prohibited.
- All animals, except for service animals, are not allowed. DPNR reserves the right to request a certificate.
- All applicants requesting the use of the Florence A. Williams Public Library must show proof of insurance and provide to DPNR valid documentation confirming that the Government of the

Virgin Islands and the Department of Planning and Natural Resources have coverage on said policy for the date and duration of the meeting / event.

- DPNR will not assume responsibility for any properties the applicants, its representatives, and /or attendees misplaces at its premises for use in connection with a meeting and/or event.
- The name and/or address of DPNR, DLAM and/or the Fort Frederik Museum should not be used as the official address or headquarters of an organization.
- It is understood that a copy of the approved application must be represented to the DPNR representative on the day of the event.
- It is understood that inquiries concerning the meeting / event may be referred to the undersigned.
- DPNR reserves the right to monitor compliance with these regulations.
- In the event of any damages, the individual or organization using the facility will assume responsibility for any and all damages.
- A security deposit of \$500.00 must be paid when the completed application is submitted to DPNR. Deposit covers any damages or additional time not contracted.
- The Department of Planning and Natural Resources Division of Libraries, Archives, and Museums reserves the right to approve any and all displays and/or presentations.
- Any set up time that exceeds the written scheduled time will be charged at \$60.00 per hour.
- All meetings / events must be scheduled to finish by 11:00 pm, unless written approval is received from DPNR.
- Unless prior written approval was received otherwise, removal of all equipment, small tents, and other related items must be out of The Fort by 12:00 midnight
 - Any delays will be charged as follows
 1. At 12:01, a fee of \$100.00
 2. At 1:01, an additional fee of \$200.00, a total of \$300.00
 3. At 2:01, an additional fee of \$300.00, a total of \$600.00
 4. Totals will be deducted from (\$500.00) deposit fee
- Trash bags, receptacles, and paper towels may be available for an additional fee.
- Portable bathrooms must be provided by the applicant for meetings / events exceeding 150 persons.
- Outside of business hours, the fee for DPNR employee to be on site during the meeting / event is \$150.00 per employee.
- An additional fee of \$150.00 is to be paid to cover janitorial services for the capacity of 150 people. Over 150 people will require an additional custodian on site.
- For filming, to include but not limited to documentaries, photo shoots, advanced written request must be submitted for DPNR's written approval. Applicable fees may apply.
- Either party may terminate this agreement with or without cause by submitting the request in written at least 72 hours notice (business days) to the other party.
- Comments regarding this policy can be referred to DPNR-DLAM.
- No cooking is allowed on Fort Frederik Museum's premises.

FEES

Governmental Agencies

	TIME FRAME	COST
Conference Room	Up to 4 hours	\$50.00 per hour
	After 5 hours	\$75.00 per hour
Courtyard	Up to 5 hours	\$1,000.00 per day
	After 5 hours	\$300.00 per hour (additional)
Lawn	Up to 5 hours	\$1,000.00 per day
	After 5 hours	\$300.00 per hour (additional)

Non-Governmental Agencies

	TIME FRAME	COST
Conference Room	Up to 4 hours	\$75.00 per hour
	After 5 hours	\$100.00 per hour
Courtyard	Up to 5 hours	\$1,200.00 per day
	After 5 hours	\$400.00 per hour (additional)
Lawn	Up to 5 hours	\$1,200.00 per day
	After 5 hours	\$400.00 per hour (additional)

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

ST. JOHN

ELAINE IONE SPRAUVE LIBRARY AND MUSEUM OF CULTURAL ARTS

GENERAL POLICIES AND PROCEDURES

- Amplification of sound must be at levels equivalent to dinner music or that allows for easy conversation.
- Security must remain onsite until all personnel, including the DPNR representative(s), at the respective facilities vacate the premises.
- Large bands are not permissible for functions. Acceptable bands are jazz combos, chamber music, ensembles, and dee-jays
- Payment may be made in full by cash, certified check, or US postal money order at least ten business days before the scheduled events. Certified checks or US postal money order should be made out to the Government of the Virgin Islands with DPNR – Elaine Ione Sprauve Library and Museum of Cultural Arts in the memo section.
- If the full payment is not received within ten business days of the event, the reservations will be cancelled by DPNR.
- Reservations by telephone will not be accepted.
- The applicant is responsible for completing the application in its entirety and submitting it to an assigned DPNR representative.
- No materials of any kind can be sold on library premises without prior approval from DPNR.
- All printed materials advertising the event, including newspaper advertisement must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program, or its content by Government of the Virgin Islands, Department of Planning and Natural Resources, Division of Libraries, Archives, and Museum, and/or the Elaine Ione Sprauve Library and Museum of Cultural Arts.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The library's telephone number may not appear on the publicity. Publicity for an event, e.g., notice on a Library Bulletin Board, flyers to be placed on a Library giveaway table, etc., may be allowed with prior arrangement and permission from DPNR.
- All members of the organization and the audience attending the event must leave the building by closing time. The applicant must provide their own equipment for audiovisual or multimedia-based presentations. Some equipment may be available upon advance request.
- Arrangements may be made for a DPNR representative to operate a projector or other equipment at the library. These arrangements must be made at least two (2) weeks in advance of the event. Applicable fees may apply, if the services are requested after 5:00 pm of the work week.
- The library cannot guarantee a wireless open Internet connection. Direct connections to the Library's network are not available.
- The applicant will be liable for any damages to DPNR property / facility.
- Non-alcoholic beverages and light refreshments may be served, providing it does not interfere with facility operations.
- Smoking of any kind is not permitted in any of DPNR premises.
- Tipping of a DPNR representative / employee is prohibited.

- DPNR will not assume responsibility for any properties an applicant, its representatives and / or attendee misplaces at its premises in connection with an event.
- The name and/or address of DPNR, DLAM and/or the Elaine Ione Sprauve Library and Museum of Cultural Arts may not be used as the official address or headquarters of an organization.
- For filming, to include but not limited to documentaries, photo shoots, advanced written request must be submitted for DPNR’s written approval. Applicable fees may apply.
- All animals, except for service animals, are not allowed. DPNR reserves the right to request a certificate.
- All applicants requesting the use of Elaine Ione Sprauve Library and Museum of Cultural Arts must show proof of insurance and provide to DPNR valid documentation confirming that the Government of the Virgin Islands and the Department of Planning and Natural Resources have coverage on said policy for the date and duration of the meeting / event.
- It is understood that a copy of the approved application must be represented to the DPNR representative on the day of the event.
- It is understood that inquiries concerning the event may be referred to the undersigned.
- DPNR reserves the right to monitor compliance with these regulations.
- Comments regarding this policy can be referred to DPNR-DLAM.

FEES

Governmental Agencies

	TIME FRAME	COST
Children’s Room	Up to 2 hours	\$100.00
	After 2 hours	\$75.00 per hour (additional)
Lawn	Up to 4 hours	\$150.00
	After 4 hours	\$75.00 per hour (additional)

Non-Governmental Agencies

	TIME FRAME	COST
Children’s Room	Up to 2 hours	\$150.00
	After 2 hours	\$75.00 per hour (additional)
Lawn	Up to 3 ½ hours	\$250.00
	After 3 ½ hours	\$100.00 per hour (additional)

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

ST. THOMAS
CHARLES WESLEY TURNBULL REGIONAL PUBLIC LIBRARY

GENERAL POLICIES AND PROCEDURES

- Amplification of sound must be at levels equivalent to dinner music or that allows for easy conversation.
- Security must remain onsite until all personnel, including the DPNR representative(s), at the respective facilities vacate the premises.
- Large bands are not permissible for functions. Acceptable bands are jazz combos, chamber music, ensembles, and dee-jays
- Payment may be made in full by cash, certified check, or US postal money order at least ten business days before the scheduled events. Certified checks or US postal money order should be made out to the Government of the Virgin Islands with DPNR – Charles Wesley Turnbull Regional Public Library in the memo section.
- If the full payment is not received within ten business days of the event, the reservations will be cancelled by DPNR.
- Reservations by telephone will not be accepted.
- The applicant is responsible for completing the application in its entirety and submitting it to an assigned DPNR representative.
- No materials of any kind can be sold on library premises without prior approval from DPNR.
- All printed materials advertising the event, including newspaper advertisement must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program, or its content by Government of the Virgin Islands, Department of Planning and Natural Resources, Division of Libraries, Archives, and Museum, and/or the Charles Wesley Turnbull Regional Public Library.
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The library may not be identified or implied as a sponsor. The library's telephone number may not appear on the publicity. Publicity for an event, e.g., notice on a Library Bulletin Board, flyers to be placed on a Library giveaway table, etc., may be allowed with prior arrangement and permission from DPNR.
- All members of the organization and the audience attending the event must leave the building by closing time. The applicant must provide their own equipment for audiovisual or multimedia-based presentations. Some equipment may be available upon advance request.
- Arrangements may be made for a DPNR representative to operate a projector or other equipment at the library. These arrangements must be made at least two (2) weeks in advance of the event. Applicable fees may apply, if the services are requested after 5:00 pm of the work week.
- The library cannot guarantee a wireless open Internet connection. Direct connections to the Library's network are not available.
- The applicant will be liable for any damages to DPNR property / facility.
- Non-alcoholic beverages and light refreshments may be served, providing it does not interfere with facility operations.
- Smoking of any kind is not permitted in any of DPNR premises.
- Tipping of a DPNR representative / employee is prohibited.

- DPNR will not assume responsibility for any properties an applicant, its representatives and / or attendee misplaces at its premises in connection with an event.
- The name and/or address of DPNR, DLAM and/or the Charles Wesley Turnbull Regional Public Library may not be used as the official address or headquarters of an organization.
- For filming, to include but not limited to documentaries, photo shoots, advanced written request must be submitted for DPNR’s written approval. Applicable fees may apply.
- All animals, except for service animals, are not allowed. DPNR reserves the right to request a certificate.
- All applicants requesting the use of the Charles Wesley Turnbull Regional Public Library must show proof of insurance and provide to DPNR valid documentation confirming that the Government of the Virgin Islands and the Department of Planning and Natural Resources have coverage on said policy for the date and duration of the meeting / event.
- It is understood that a copy of the approved application must be represented to the DPNR representative on the day of the event.
- It is understood that inquiries concerning the event may be referred to the undersigned.
- DPNR reserves the right to monitor compliance with these regulations.
- Comments regarding this policy can be referred to DPNR-DLAM.

FEES

Governmental Agencies

	TIME FRAME	COST
Auditorium	Up to 3 hours	\$750.00
	After 3 hours	\$300.00 per hour (additional)
Auditorium w/ podium and LCD projector	Up to 3 hours	\$400.00 additional
	After 3 hours	\$200.00 per hour (additional)
Conference Room (Large)	Up to 3 hours	\$200.00
	After 3 hours	\$75.00 per hour (additional)
Conference Room (Small)	Up to 2 hours	Complimentary
	After 2 hours	\$50.00 per hour
Grounds (entrance area only)	Up to 2 hours	\$300.00 per hour
	After 2 hours	\$200.00 per hour (additional)
Mezzanine	Up to 2 hours	\$100.00 per hour
	After 2 hours	\$150.00 per hour (additional)
Porch (Northern Port)	Up to 2 hours	\$50.00 per hour
	After 2 hours	\$75.00 per hour (additional)
Porch (Southern Port)	Up to 2 hours	\$50.00 per hour
	After 2 hours	\$75.00 per hour (additional)

Non-Governmental Agencies

	TIME FRAME	COST
Auditorium	Up to 3 hours	\$1,000.00
	After 3 hours	\$400.00 per hour (additional)
Auditorium w/ podium and LCD projector	Up to 3 hours	\$500.00 additional
	After 3 hours	\$300.00 per hour (additional)
Conference Room (Large)	Up to 3 hours	\$500.00
	After 3 hours	\$250.00 per hour (additional)
Conference Room (Small)	Up to 2 hours	\$150.00 per hour
	After 2 hours	\$100.00 per hour
Grounds (entrance area only)	Up to 2 hours	\$500.00 per hour
	After 2 hours	\$300.00 per hour (additional)
Mezzanine	Up to 2 hours	\$300.00
	After 2 hours	\$200.00 per hour (additional)
Porch (Northern Port)	Up to 2 hours	\$75.00 per hour
	After 2 hours	\$100.00 per hour (additional)
Porch (Southern Port)	Up to 2 hours	\$75.00 per hour
	After 2 hours	\$100.00 per hour (additional)

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

ST. THOMAS
FORT CHRISTIAN MUSEUM HISTORIC LANDMARK SITE

DESIGNATION AND CONSITUTION

The designation of Fort Christian Museum as a National Historic Landmark Site carries with it the sober responsibility of ensuring that all of the activities within this structure be representative of its prestigious distinction. The Fort Christian Museum is a government owned museum that is intended to be available, and accessible, to the people of the United States Virgin Islands. Activities utilizing the Fort, and its grounds, must have historical relevance to activities that took place in it, or in the community, which directly impacted Fort Christian as a fortification and a prison. To satisfy the wishes of the first Governor-General Jorgen Iversen, a Lutheran Church was included in the construction of the fort. It was the first Lutheran Church in the Western Hemisphere. The written intent of the church was, “that the documented affairs of the West India Company would allow, at a future time, of the establishment of a proper church, which would not be used, for worldly, and, at times, impious acts, such as soldiers are inclined to.” Therefore, the use of the Lutheran Church is reserved for Christian services, marriages, renewals of vows, and baby dedications. In keeping with the original intent for this historical sacred landmark and its environs, functions sponsored by organizations, whose conceptual ideology contradicts the spiritual ethics of the church, will not be permitted.

The Governor’s Reception Room, to the south of the Church, was used to receive, entertain, or host dignitaries of like, or similar, stature as the Governor himself. Therefore, in accordance with protocol established, the courtyard will be used as a venue to host receptions for dignitaries, creative opportunities to educate the people of historical developments in our society, and the signing of agreements that benefit the people of the Virgin Islands.

Music has played an essential role in the history of the Virgin Islands. From the earliest days of the Fort’s construction, church hymns, most likely the first songs performed in the Fort, were translated into Dutch Creole, the lingua franca that facilitated communication among the European and African peoples. The latest classical music from Europe was used to liven events hosted by the Governor-General at the Fort, as well as the Islands’ elite in their residences. Bamboula chants and dances were accompanied by drums that reflected the strong West African music traditions of the enslaved population. Quelbé, a Creole art form, melded spritely-played improvised melodies, undergirded by African rhythms, represents the African people’s versions of court dances. Jazz, with its complex harmonies and expansive potential for individuality through highly improvised solos, was the vehicle through which many Virgin Islanders found their unique musical voice. These all fall under the umbrella of erudite music, that is, music composed in a classical (historical) tradition and intended as serious art, distinguished from popular music. This implies advanced structural and theoretical considerations, as well as written musical traditions. In keeping with the Fort’s protocol as a historic landmark site, where events of the highest distinction and significance to the Virgin Islands are presented, musical performances are limited exclusively to the previously mentioned genres of erudite music. Such performances will occur in acoustic fashion.

Sources:

- *National Park Services, Historic Preservation, Act of 1966*
- *United States Department of Interior / National Park Service National Register of Historic Places Registration Form*

GENERAL POLICIES AND PROCEDURES

- Amplification of sound must be at a level equivalent to dinner music, which allows for easy conversation.
- The applicant is responsible for retaining a reputable security firm.
- Security must remain onsite until all personnel, including the DPNR representative(s) at the respective facilities, vacate the premises.
- Large bands are not permissible for functions. Acceptable bands are jazz combos, chamber music ensembles, and dee-jays.
- Payment may be made in full by cash, certified check, or US postal money order at least ten business days before the scheduled events. Certified checks or US postal money order should be made out to the Government of the Virgin Islands with DPNR - Fort Christian Museum in the memo section.
- Reservations by telephone will not be accepted.
- The responsible party must present the signed agreement in person to a DPNR representative at the site of requested facility.
- No materials of any kind can be sold on the Fort's premises, unless pre-approved.
- All printed material advertising an event, including newspaper advertisements must include the following disclaimer: "Use of the Fort does not constitute endorsement of this organization, this program, or its content by the Government of the Virgin Islands, Department of Planning and Natural Resources, Division of Libraries, Archives, and Museum, and/or Fort Christian Museum National Historic Landmark Site".
- Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The Fort may not be identified or implied as a sponsor. The Fort's telephone number should not appear on the publicity.
- All members of the organization and the audience attending the meeting must leave the building at the conclusion of the event. Organizations must provide their own equipment for audiovisual or multimedia-based presentations.
- The Fort cannot guarantee a wireless open internet connection. Direct connection to the Fort's network is not available.
- The applicant will be liable for any damages to DPNR property/facility.
- During the Fort's normal operational hours, non-alcoholic beverages and light refreshments may be served, providing it does not interfere with facility operations.
- Smoking of any kind is not permitted on any of DPNR – DLAM premises.
- In the event alcohol will be served, it is the sole responsibility of the applicant to forward an advanced written request to DPNR to receive a written approval.
- Tipping of DPNR representative(s)/employee(s) is prohibited.
- DPNR will not assume responsibility for any property the applicant and/or their representative(s) and guest(s) brings and/or leaves at its premises for use in connection with a meeting and/or event.
- The name and/or address of DPNR, DLAM and/or the Fort Christian Museum National Historic Landmark Site should not be used as the official address or headquarters of an organization.
- All animals, except for service animals, are not allowed. DPNR reserves the right to request a certificate.

- Only upon the applicant’s written request and a subsequent written approval is received from DPNR will the museum exhibits be made available for viewing. If approved, the viewing must be in the first hour of the event. All attendees are strictly prohibited from touching the exhibits and/or artifacts. Pictures of the exhibits are allowed, where permitted.
- All applicants requesting the use of Fort Christian Museum National Historic Landmark Site must show proof of insurance and provide to DPNR valid documentation confirming that the Government of the Virgin Islands and the Department of Planning and Natural Resources have coverage on said policy for the date and duration of the meeting / event.
- Due to the wheel surface of certain devices (to include but not limited to baby strollers, roller skates, hoover boards), it is solely up to the discretion of DPNR and/or its representative(s) to decide if such devices can have access to the exhibits area(s).
- Any additional lighting, other than what The Fort provides, must be supplied by the applicant.
- If occupancy is beyond 11:00 pm, an additional fee will be applied for every hour or fraction thereof an hour. This may differ based on the section being requested.
- Any additional fees incurred must be paid within five (5) business days after the event.
- Financial obligations include:
 - Payment requirements are as follows:
 - 25% non-refundable is due on the date of reservation/booking
 - 75% (the balance of the fees) is due at least one month prior to the event
 - Refund due to cancellation of the event:
 - 25% is non-refundable
 - 75% of the total fee is refundable, provided the cancellation is done up to 5 business days before the event
 - 50% of the refundable fee will be refunded if the cancellation is done less than 5 business days before the event
- DPNR reserves the right to monitor compliance with the aforementioned regulations.
- Failure to comply with the rules of the Fort will result in the forfeiture of the continuation of the applicant’s experience at Fort Christian Museum National Historic Landmark Site.
- The Department of Planning and Natural Resources reserves the right to deny anyone the use of Fort Christian Museum National Historic Landmark Site.
- Comments regarding this policy can be referred to DPNR-DLAM.

FORT CHRISTIAN MUSEUM NATIONAL HISTORIC LANDMARK SITE

Baby Baptisms, Baby Dedications, Church Services, Confirmations, Renewal of Marriage Vows, and Weddings

Our Lord Savior Church

FEES AND POLICIES AND PROCEDURES

The fee schedule below reflects events that are scheduled between the hours of 9:00am-4:00pm during Government of the Virgin Islands work days from Monday to Friday.

	TIME ALLOTTED	COST
Non-Governmental Agencies	2 hours	\$800.00 per event
Governmental Agencies	2 hours	\$500.00 per event

The fee structure below reflects events that are scheduled between the hours of 10:00am-3:00pm on Saturday.

	TIME ALLOTTED	COST
Non-Governmental Agencies	2 hours	\$1,000.00 per event
Governmental Agencies	2 hours	\$700.00 per event

The fee below reflects events that are scheduled between the hours of 12:00pm-4:00pm on Sunday and federal and local holidays.

	TIME ALLOTTED	COST
Non-Governmental Agencies	2 hours	\$1,500.00 per event
Governmental Agencies	2 hours	\$900.00 per event

Additional Policies and Procedures:

- The use of the Our Lord Savior Church is limited to these services only:
 - Baby Baptisms
 - Baby Dedications
 - Confirmations
 - Church Services
 - Renewal of Marriage Vows
 - Weddings
- Administrative fees are \$25.00 per hour / per person.
- Two (2) hours are allowed to set up, which includes decoration, etc.
- Floral arrangements and a wedding arch are the only decorations allowed.
- Each event is allotted two hours maximum.
- An additional \$200.00 per hour will be charged for every additional hour or fraction of an hour thereof.
- The applicant is solely responsible for any additional services, to include but not limited to pastor, music, musicians.
- Unless advanced written authorization has been received, all materials (instruments, decorations, etc.) must be removed from the Our Lord Savior Church within 2 hours of the completion of the event.

- Attendees (including participants and guests) are not to exceed 40 persons.
- Amenities packages, which are subjected to availability, include:
 - Floral arrangement package
 - Wedding arch
 - Chair covers
 - Tables
 - Chairs

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

FORT CHRISTIAN MUSEUM NATIONAL HISTORIC LANDMARK SITE

Formal Dinners, Private Party, and Civic Functions

Courtyard

Roof and Courtyard

FEES AND POLICIES AND PROCEDURES

The fee schedule below reflects events that are scheduled between the hours of

- 6:00 pm - 10:00 pm on Monday to Thursday on Government of the Virgin Islands work days
- 6:00 pm – 11:00 pm on Friday on Government of Virgin Islands work days
- 4:00 pm – 11:00 pm on Saturday
- 4:00 pm – 10:00 pm on Sunday and Holidays

	TIME ALLOTTED		COST
Non-Governmental Agencies	4 hours	Courtyard	\$3,000.00 per event
Governmental Agencies	4 hours	Courtyard	\$2,500.00 per event
Non-Governmental Agencies	4 hours	Roof and Courtyard	\$4,500.00 per event
Governmental Agencies	4 hours	Roof and Courtyard	\$4,000.00 per event

Additional Policies and Procedures:

- The fees immediately above are for:
 - Formal Dinners
 - Private Parties
 - Civic Functions
 - Receptions
- There will be a refundable cleaning services retainer of \$500.00
 - If Fort Christian Museum is properly cleaned after the event, the fee will be refunded to the applicant within five (5) business days. In the event it is not properly cleaned, this retainer will be used for the services of a reputable cleaning agency reserved by Fort Christian Museum.
- Administrative fee is \$25.00 per person per hour.
- Custodial fee of \$150.00 per hour will be paid by applicant before the event.
- Events in the courtyard and on the roof have a maximum duration of 4 hours.
- A maximum of three (3) hours is allotted to set up materials and equipment, whereby appropriate.
- If an event exceeds the allotted time, an additional fee of \$350.00 will be added for every hour or fraction thereof of an hour.
- There is a maximum of 200 white chair covers available at \$5.00 each.
- One hour and a half (1 ½) hour is allotted for the clean-up and removal of all garbage from the facility, as well as all other property belonging to the applicant following the event.
 - For every additional day after the event that the applicant's property remains in the care, custody, and / or control of Fort Christian Museum, a \$150.00 fee will be assessed to the applicant per day.
- The use of the courtyard and roof are limited to formal dinners, private parties, civic functions, and receptions.

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

FORT CHRISTIAN MUSEUM NATIONAL HISTORIC LANDMARK SITE

Documentaries, Movies, Television Shows / Filming, and Photo Shoots

Courtyard

Roof and Courtyard

FEES AND POLICIES AND PROCEDURES

The fee schedule below reflects events that are scheduled between the hours of

- 6:00 pm - 12:00 am on Monday to Friday on Government of the Virgin Islands work days
- 12:00 pm – 12:00 am on Saturday, Sunday and Holidays

	TIME ALLOTTED		COST
Non-Governmental Agencies	6 hours	Courtyard	\$5,000.00 per event
Governmental Agencies	6 hours	Courtyard	\$2,500.00 per event
Non-Governmental Agencies	6 hours	Roof and Courtyard	\$7,000.00 per event
Governmental Agencies	6 hours	Roof and Courtyard	\$3,500.00 per event

Additional Policies and Procedures:

- The fees immediately above are for:
 - Documentaries
 - Movies
 - Television Shows / Filming
 - Photo shoots
- There will be a refundable cleaning services retainer of \$500.00
 - If Fort Christian is properly cleaned after the event, the fee will be refunded to the applicant. In the event it is not properly cleaned, this retainer will be used for the services of a reputable cleaning agency reserved by Fort Christian.
- The administrative fee will include
 - There are no administrative fees, if the filming is completed on a business work day.
 - The administrative fee is as follows:
 - After 5:00pm, Monday through Friday on government work day will be \$20.00 per person per hour.
 - Saturdays will be \$25.00 per person per hour.
 - Sundays will be \$35.00 per person per hour.
 - Holidays will be \$50.00 per person per hour.
- The custodial fee is \$150.00.
- The use of electricity is \$150.00.
- Any changes in dates and times, after the initial written confirmation, must be granted a minimum of three (3) advanced business days notification.
- For filming, to include but not limited to documentaries, photo shoots, advanced written request must be submitted for written approval from DPNR.
 - All film companies, organizations, and individuals must show proof of insurance, which must document that the Government of the Virgin Islands and the Department of Planning and Natural Resources have coverage on their policy for the date and duration of the event, prior to the commencement of the filming session.

- The duration of the production is six (6) hours. The production time commences once the applicant and/or its representative enters the facility.
- Use of the museum exhibits must be pre-approved, subject to the relevance of the filming which is solely determined by DPNR.

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

FORT CHRISTIAN MUSEUM NATIONAL HISTORIC LANDMARK SITE

Lectures and Civics Meetings

Conference Room

Courtyard

FEES AND POLICIES AND PROCEDURES

The fee schedule below reflects events that are scheduled between the hours of

- 5:00 pm – 8:00 pm on Monday to Friday on Government of the Virgin Islands work days
- 3:00 pm – 6:00 pm on Saturday, Sunday and Holidays

	TIME ALLOTTED		COST
Non-Governmental Agencies	2.5 hours	Conference Room	\$50.00 per hour
Governmental Agencies	2.5 hours	Conference Room	\$45.00 per hour
Non-Governmental Agencies	2.5 hours	Courtyard	\$2,000.00 per event
Governmental Agencies	2.5 hours	Courtyard	\$1,200.00 per event

Additional Policies and Procedures:

- The fees immediately above are for:
 - Lectures
 - Civics Meetings
- The viewing of the museum exhibits is not included in this package.
- The roof is not accessible during this event.
- The use of the facility for the above mentioned events is limited to two and half (2 ½) hours.
- An additional \$75.00 will be applied for every hour or fraction thereof of an hour exceeding the allotted time for the conference room.
- An additional \$500.00 will be applied for every hour or fraction thereof of an hour exceeding the allotted time for the courtyard.
- Equipment - such as chairs, podiums, amplification systems, etc. - must be provided by the applicant.
- Administrative fees
 - There are no administrative fees, if the event is completed on a business work day.
 - Administrative fee after 5:00pm on Monday through Friday is \$20.00 per person per hour.
 - Administrative fee on Saturday will be \$25.00 per person per hour.
 - Administrative fee on Sunday will be \$35.00 per person per hour.
 - Administrative fee on holidays will be \$50.00 per person per hour.
- Custodial fee is \$150.00 per hour.

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____

CHRISTIAN MUSEUM NATIONAL HISTORIC LANDMARK SITE

Specific Purpose must be approved by DPNR

Grounds

The fee schedule below reflects events that are scheduled between the hours of

- 12:00 am – 6:00 pm on Monday to Thursday on Government of the Virgin Islands work days
- 3:00 pm – 6:00 pm on Friday, Saturday, Sunday and Holidays

	TIME ALLOTTED		COST
Non-Governmental Agencies	2.5 hours	Grounds	\$1,000.00 per event
Governmental Agencies	2.5 hours	Grounds	\$700.00 per event

Additional Policies and Procedures:

- The viewing of the museum exhibits is not included in this package.
- The use of the facility for the above mentioned events will be limited to four (4) hours. An additional \$300.00 will be applied for every hour or fraction thereof of an hour exceeding the allotted time.
- Equipments, such as chairs, podiums, amplification systems, etc., must be provided by the applicant.
- The roof is not accessible during this type of event.
- The parking lot is not accessible during this type of event.
- Administrative fees
 - There are no administrative fees, if the event is completed on a business work day.
 - After 5:00pm, Monday through Friday the fee will be \$20.00 per person per hour.
 - Fees on Saturday will be \$25.00 per person per hour.
 - Fees on Sunday will be \$35.00 per person per hour.
 - Fees on holidays will be \$50.00 per person per hour.
- Custodial fee will \$150.00 per hour.
- Selling and cooking of food on the grounds are not permitted.
- Any changes in dates and times, after the initial written confirmation, must be granted a minimum of three (3) advanced business days notification.

By signing this contract you acknowledge that you have read and understood the content to include the rules, regulations, policies, and procedures aforementioned. Failure to comply with the aforementioned will result in penalties and fines.

Name: _____ Organization: _____

Signature: _____ Date: _____