

**STATE HISTORICAL SOCIETY OF NORTH DAKOTA
USER'S GUIDE FOR CAMP HANCOCK STATE HISTORIC SITE.**

Revised February 2007

Please carefully review the following guidelines. By signing the Camp Hancock User's Agreement, you have agreed that you and your group will adhere to these guidelines. Facility use is governed by the North Dakota State Historical Board Policy.

USER QUALIFICATIONS

Nonagency use of the facilities will be granted according to the following priorities, at the discretion of the site supervisor or the director of the Historic Preservation Division of the State Historical Society of North Dakota (SHSND):

- SHSND cosponsors
- Official state and federal agencies
- Nonprofit historical, archeological, preservation, or anthropological groups
- Nonprofit educational, literary, arts, or humanities groups
- Businesses
- Individuals

Events at Camp Hancock are normally free and open to the public. No fees may be charged for general admittance or freewill offerings collected, unless approved in advance by the site supervisor or director. No nonagency use of the facilities is permitted without a signed user's agreement.

RESERVATION PROCEDURES

Reservations for facilities are scheduled through the Historic Preservation Division of the State Historical Society of North Dakota by calling (701) 328-9528 or by email, jcampbell@nd.gov.

Reservations are accepted on a first-come, first-served basis, with priority given to the State Historical Society of North Dakota. Generally, reservations are not accepted more than 90 days or fewer than ten days in advance.

Reservations will be confirmed with a "Camp Hancock State Historic Site User's Agreement" form sent to the user. Users shall complete and sign the form and return two copies within five working days to the Historic Preservation Division. After the agreement is signed by the Historic Preservation director or the SHSND director, a copy will be mailed to the user. Supplemental agreements may be required if special requests are approved.

All requests for changes to the agreement(s) must be made no later than one week in advance of the date of the event and must be made through the office of the Historic Preservation Division.

Cancellations

A \$10 administrative fee will be charged for all cancellations occurring fewer than ten days prior to a scheduled use.

SPECIAL EVENTS

The Bread of Life church at Camp Hancock may be utilized for weddings, recitals, and other special

events. For large functions (receptions), the Camp Hancock lawn may be used. The museum at Camp Hancock will be open and available for viewing by those attending outside of normal open hours, and admittance may be restricted to invited guests. The site supervisor or director may, on occasion, approve events to be held during normal open hours. Such events must be open to the public. All other appropriate guidelines apply.

SIZE OF GROUPS

A reservation request must include an estimate of the number of people anticipated to attend. The site supervisor will determine if the church can support the size of the event, in order to insure adherence to fire and safety codes. The Bread of Life Church is equipped with pews that can hold approximately 80 people. The site lawn can support an event of approximately 300 people.

FACILITY FEES

FEE SCHEDULE FOR CAMP HANCOCK STATE HISTORIC SITE

Bread of Life Church - \$35 per hour

Lawn event - \$75 (4 hours)

Should the event last longer than anticipated, charges will be adjusted accordingly.

The facility fees can be waived for events that are educational in nature and open to the public. Please contact the SHSND to see if your event qualifies.

EVENT SETUP and DECOR

The site supervisor will arrange tables, chairs, and Society-owned equipment according to the user's requests. The user must coordinate setup with the site supervisor prior to the function. Setup of any rental equipment is the responsibility of the facility user and must be approved in advance with the site supervisor.

Due to concern for the exhibits and to structural constraints, certain types of decor are prohibited from the Bread of Life Church. Decorations that are not allowed under any circumstance include candles, incense, helium-filled balloons, and plants (flowers) in water-filled vases. The use of open flames (cooking systems) in or near the buildings at Camp Hancock is prohibited. The throwing of rice, flowers or any such item is prohibited in the bread of Life Church. The cleanup of such items will be charged to the user. No items may be taped, glued or tacked to any structure at Camp Hancock. Banners, streamers and such may be used as long as they are attached in such a way that they do not damage the structure and are pre-approved by the site supervisor or director of the Historic Preservation Division of the SHSND. Exhibits and aisles must remain accessible at all times. Facility users should review all decor plans with the site supervisor at least 48 hours prior to the event.

SPECIAL EQUIPMENT

The Bread of Life Church has no heating or cooling system and does not have electricity. If electricity is needed in the church, an extension cord can be run. Likewise, if electricity is needed in the yard, extension cords will need to be run. No heating equipment of any type is allowed in the Bread of Life Church!

Notice of equipment needs must be made in advance, whether the equipment is to be provided by the user or SHSND.

Arrangements for delivery of equipment will be made by the user and cleared with the site supervisor. Any costs incurred for equipment, communication hookups, etc., will be paid by the user.

SMOKING AND FLAME

Camp Hancock State Historic Site is a smoke-free facility. Smoking is not allowed on the property. The buildings at Camp Hancock operate under a **NO-FLAME ordinance**, which prohibits the use of candles, lighters, or incense in or near them!

REFRESHMENTS

Food and beverages are not allowed in the Bread of Life Church or the museum building at Camp Hancock State Historic Site. Any costs for repair or damage to displays and artifacts due to negligence will be charged to the user. Food and beverages may be served for events being held on the site lawn.

CATERERS

A licensed and insured caterer must be used. All catering arrangements and supplies, including table linens and table decor, are the responsibility of the user. The user shall provide the site supervisor with the name of the caterer and their expected time of arrival.

Caterers are responsible for setup and removal of any equipment, including tables and chairs, that are in their possession. Caterers are responsible for cleanup of serving areas, garbage removal, and for any spills. If any conflict arises between the caterer and SHSND personnel, the user will be immediately notified and asked to resolve the issue with the caterer to the satisfaction of the site supervisor or director.

ALCOHOLIC BEVERAGES

Alcoholic beverages in the form of wine, wine coolers, and beer may be served and consumed if the user has obtained written permission from the director. Requests will be considered on a case-by-case basis. The user and/or caterer shall enter into an agreement approved by the Office of Attorney General which holds the State Historical Society of North Dakota (State Historical Board) harmless from all liability incurred as a result of the serving and consumption of alcoholic beverages.

PUBLICITY: HANDOUTS

Publicity is the responsibility of the user. Partisan or sectarian handouts, as well as displays of a commercial nature, are prohibited at Camp Hancock.

TELEPHONES: MESSAGES

Camp Hancock State Historic Site has one cordless phone in the museum building. The phone has local access only. For long-distance access a telephone calling card will be necessary.

LIABILITY

The State Historical Society of North Dakota assumes no responsibility for personal injury, property loss or damage occurring during meetings or events sponsored by outside groups. Damage to SHSND property will result in billing the user for replacement or repair.

The user shall save and hold harmless the State of North Dakota and the State Historical Society of North Dakota, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the user or its subcontractors, agents, or employees. The user also agrees to abide by the Constitution and all laws of the State of North Dakota.