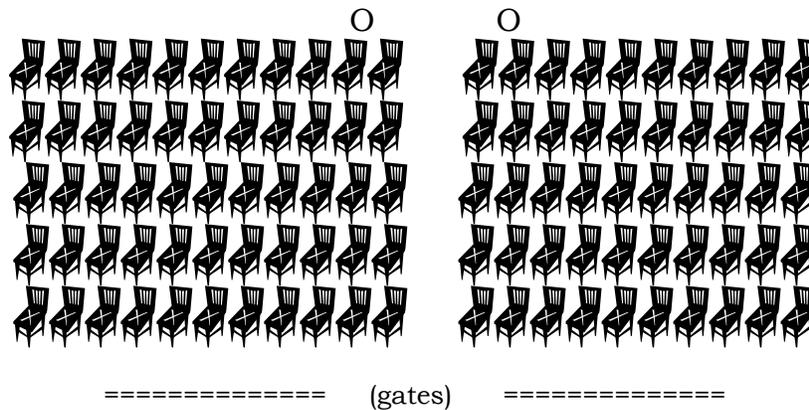




**CITRUS COUNTY HISTORICAL SOCIETY
THE OLD COURTHOUSE HERITAGE MUSEUM
GENERAL GUIDELINES**

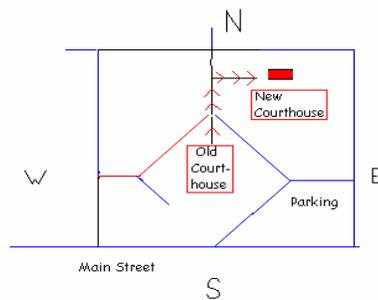
These guidelines are general rules to follow when renting the Historic Courthouse courtroom for your special event. Please refer to the Courtroom Rental Contract for additional policies and information.

Chairs must be re-set to original configuration:
5 rows on each side of room, 10 chairs in each row



All garbage must be taken out after your event, unless other arrangements have been made with the management. See below for location of dumpster that may be used. The dumpster is behind a fence in the parking lot of the new courthouse. The gate is not locked.

Rental of the facility pertains to the 2nd floor courtroom only. Prior notice and authorization are required for any activity on the 1st floor. Use of the 1st floor hallways **will not** include the galleries, unless staff is on duty.



Exhibits, displays and Museum property may not be moved, changed, or altered in any way to accommodate your event. Any questions or variations from this rule must be discussed with the Manager.

Food may not be left in facility overnight unless sealed properly. This includes refuse/garbage.

You are responsible for cleaning all spills that occur during event. Improper cleaning will result in forfeiture of cleanup deposit.

Our strict pest management policy **prohibits** the use of live plants.