

NEW RULES AND REGULATIONS FOR UTILIZATION OF CIVIC CENTERS

- 1. DO NOT DRAG TABLES**
- 2. DO NOT LET CHILDREN PLAY OR EAT ON THE STAGE. STAGE IS FOR MUSICIANS. (For Centers that have a Stage)**
- 3. DO NOT USE CONFETTI ON TABLES OR ANYWHERE.**
- 4. DO NOT LEAVE ANYTHING OF VALUE. WE ARE NOT RESPONSIBLE FOR ITEMS OR DECORATIONS THAT ARE STOLEN OR THROWN AWAY.**
- 5. REMOVE ALL DECORATIONS FROM TABLES, WALLS, CEILING, ETC. IF YOU HIRE SOMEONE TO DECORATE PLEASE MAKE SURE THAT THEY ARE AWARE THAT DECORATIONS HAVE TO BE TAKEN DOWN AT THE END OF THE FUNCTION, NOT THE NEXT DAY. THE CENTER IS ALWAYS BOOKED FOR THE WEEKEND. SOMEONE ELSE WILL BE COMING IN TO HAVE THEIR FUNCTION AND WOULD LIKE TO PUT UP THEIR OWN DECORATIONS. ANY DECORATIONS LEFT BEHIND WILL BE THROWN AWAY BY THE CLEANING CREW.**
- 6. PLEASE REMOVE ALL DEBRIS FROM TABLES AS MUCH AS POSSIBLE.**
- 7. CLEAN SINK AREA AND DO NOT THROW FOOD IN SINK.**
- 8. PLEASE CHECK RESTROOMS BEFORE AND AFTER YOUR FUNCTION FOR DAMAGES. CHILDREN TEND TO THROW ROLLS OF TOILET PAPER IN TOILET BOWL. PLEASE MAKE SURE THIS DOES NOT HAPPEN. IF IT DOES OCCUR AND WE HAVE TO CALL A PROFESSIONAL PLUMBER TO COME AND FIX THE PROBLEM WE WILL BILL THE RESPONSIBLE PARTY. CLEANING CREW COMES IN AT THE END OF EACH FUNCTION TO CLEAN AND CHECK FOR DAMAGES AND THEY WILL BE REPORTED AFTER EACH FUNCTION. SO THAT RESPONSIBLE PARTY WILL BE CHARGED ANY EXTRA FEES.**
- 9. WE HAVE A HOLD HARMLESS CLAUSE THAT STATES THAT WE ARE NOT RESPONSIBLE FOR ANY KIND OF ACCIDENTS OCCURRING TO THE ATTENDING PARTIES OF ACCIDENTS.**
- 10. WE ARE NOT RESPONSIBLE FOR STOLEN OR LOST ITEMS.**

- 11.PLEASE MAKE SURE THAT ALL DOORS ARE LOCKED.**
- 12.PLEASE RETURN KEYS THE NEXT WORKING DAY TO THE OFFICE. DO NOT GIVE KEYS TO DECORATING CREW OR THE CLEANING CREW. RETURN KEYS TO THE OFFICE. IF YOU DO NOT RETURN KEYS THE NEXT WORKING DAY WE WILL KEEP THE DEPOSIT FOR KEYS.**
- 13.CENTER WILL BE RENTED AS IS.**

CLEANING CREW IS RESPONSIBLE FOR CLEANING HALL FLOORS, RESTROOMS, AND KITCHEN FLOORS AND THROWING TRASH. EXTRA TRASH BAGS WILL BE PROVIDED FOR YOU AS WELL AS A MOP AND BUCKET TO CLEAN ANY SPILLS THAT MIGHT OCCUR DURING YOUR FUNCTION TO PREVENT ANY ACCIDENTS. YOUR COOPERATION IS GREATLY APPRECIATED. PLEASE FOLLOW THE RULES AND REGULATIONS TO ENSURE THAT WE TRY TO KEEP THE RENTAL AND CLEANING COSTS DOWN.

I AGREE TO THE TERMS ABOVE:

Signature of Requesting Party

Center Staff Approval

Date

Date