

EXHIBIT "A" (updated 01/20/25)

RULES:

- **NO SMOKING ALLOWED IN THE BUILDING!
- **ABSOLUTELY NO ALCOHOLIC BEVERAGES ON PREMISES!
- **NO PETS ALLOWED INSIDE OF BUILDING!
- *Do not use tape, glue, nails, etc. on the **FLOORS**, walls, ceiling or doorways. If you plan on decorating the building and would like to do so the day before, you will have to rent the building for both days. Otherwise, you can only enter the building on the day that you rent.
- *If using building for a dance, no shoes allowed on the floor.
- ***Do not drag chairs or tables across the floor or stand on them. Table and Chairs are not to be taken or used outside.**
- **Put tables and chairs back in racks in locked building.
 - Round Tables - 8 per rack Chairs - 84 on double rack & 48 on single rack
 - Racks are not to be removed from storage building.
 - (22 Round Tables and 8 long tables)
- ****Leave all rooms clean and use dust broom on floors. (Brooms/mops located in closet)**
- ****Remove all trash & debris from inside and out, including restrooms. YOU ARE TO HAUL OFF THE TRASH FROM THESE PREMISES.**
- ****Wipe counter tops off in Kitchen.**
- *Turn off all lights except designated ones & lock all doors.
- *Do not leave any items in the Refrigerator or Freezer.
- ***NO Bounce house of any kind allowed inside of building.**
- *Do not leave side door to building open while decorating.
- ***NO taping of any object to the FLOORS.**
- *Fee must be paid in full before key will be issued. Key will not be issued before 12:00noon.
- *Key must be returned to City Hall before deposit will be refunded.

- ****Failure to adhere to any or all of these rules may result in the loss of the deposit.**

FEES:

- All Day - Sunday - **\$125.00** (9a.m. - 9p.m.)
- ½ Day on Weekdays - (Monday - Thursday) - **\$100.00** (1p.m. - 9p.m.)
- All Day - Weekend - Friday - **\$125.00** (1p.m. - 12 midnight)
- All Day - Weekend - Saturday - **\$150.00** (9a.m. - 12 midnight)

REQUIREMENTS:

1. Renter must be 21 years of age (picture ID required)
2. **\$50.00** cash security deposit required at time of reservation
3. Renter is responsible for any and all damages to the building during their rental.
4. Rental for a child/teen function must have sufficient adult supervision.
5. Rental fee must be paid at least a month before scheduled reservation if possible.