

HALL USAGE REGULATIONS

**PERSON NAMED ON RESERVATION/RENTAL AGREEMENT
MUST BE PRESENT
AND WILL BE HELD RESPONSIBLE FOR THEIR GUESTS.**

**KEY/FOB TO BE ACQUIRED FROM CLERK DURING REGULAR BUSINESS HOURS ARE NOT TO
BE SHARED AND ARE TO BE PLACED IN LOCK BOX NEAR OFFICE ENTRANCE IMMEDIATELY
AFTER EVENT END**

DEPOSIT \$200 Deposit is due with the completed Agreement form, to hold reservation date and time. Deposits are refundable (full or partial) after confirming the Pavilion is in original condition and rules/regulations have been complied.

RULES NO SMOKING ALLOWED.
NO ALCOHOLIC BEVERAGES ALLOWED.
NO PETS ALLOWED OTHER THAN REGISTERED FOR SERVICE.
SERVICE PETS MUST BE LEASHED AT ALL TIMES AND WASTE CLEANED UP.
NO OPEN FLAMES OR CANDLES ALLOWED. (except grills)
NO CONFETTI OR OTHER SHREDDED MATERIALS ALLOWED.
CLEAN RESTROOMS, AND TABLES & CHAIRS.
PUT TABLES AND CHAIRS BACK TO ORIGINAL LOCATION.
CLEAN KITCHEN IF INCLUDED IN RESERVATION.
REMOVE ALL PERSONAL ITEMS.
REMOVE ALL TRASH.

ALL RESERVATIONS ARE ON A FIRST COME FIRST SERVED BASIS.

I have read and understand the above regulations and agree to comply.

(Signed) _____