

Tuolumne Park and Recreation District

HALL - RENTER RULES AND RESPONSIBILITIES

1. **NO** vehicles or cooking equipment of any kind are allowed on the lawn.
2. **NO** bounce houses.
3. **NO** outside electrical use.
4. **NO** tape of any kind may be applied to the floor.
5. **NO** thumbtacks or nails are to be used anywhere on the facility.
6. **POSITIVELY NO ACCESS TO THE VETERAN'S ROOM.**
7. **HALL BLEACHERS ARE OFF LIMITS UNLESS AUTHORIZED.**
8. **EMERGENCY EXITS ARE FOR EMERGENCIES ONLY.**
8. **DO NOT** drag tables or chairs across floors or remove them from the building.
9. **DO NOT OVERLOAD WALL PLUGS**, use extension cords if necessary.
10. **DO NOT TAMPER** with the sound system, electrical panels, water pipes, blinds, or curtains.
11. The Renter is responsible for inspecting the grounds on a regular basis.
12. The facilities must be cleaned the day of the event unless other arrangements are made.
13. **RENTER IS RESPONSIBLE** for **ALL TRASH** in and outside the hall during the event.
14. **RENTER** is responsible for **ALL GUESTS** in and outside hall before, during and after event.
15. Remove all decorations before leaving.
16. Brooms, dust mops, wet mops and garbage bags are available for cleaning up.
17. **ALL FACILITIES**, including bathrooms must be swept, mopped and cleaned before leaving.
18. Turn off swamp coolers / heaters and lights before leaving, unless previously arranged.
19. **CHECK ALL DOORS & WINDOWS, ENSURING THEY ARE CLOSED AND LOCKED.**
20. **REMOVE ALL TRASH FROM PREMISES.**
21. All keys are to be returned immediately after the event. If the office is closed, put keys through the mail slot in the office door, following up with a call the next business day.
22. If the key is lost or not returned **\$150.00 WILL BE DEDUCTED FROM YOUR DEPOSIT.**

THERE WILL BE EXTRA CHARGES FOR SETTING UP EARLIER OR STAYING LATER THAN CONTRACTED.

By signing this form, you agree to the rules and responsibilities of using the Tuolumne Memorial Hall.

Person Responsible for Rental / Renter

Date

Approved by Board of Directors at the 8/12/2015 Regular Meeting