

EXHIBIT "A" TO RENTAL AGREEMENT

RULES AND REGULATIONS FOR USE OF CITY FACILITIES

1. The facilities must be left in the same condition as they were found. Tables shall be returned to their original positions and wiped clean, all garbage removed, floors swept clean and mopped, and if using the kitchen, all appliances must be cleaned. The bathrooms, hallway, grounds and parking area shall be left in the same condition as they were found. (See contract for minimum fees associated with failure to adhere to this rule)
2. Open flames such as candles, rosettes in oil, oil flame burners or flammable gases used to operate movable equipment etc. are not permitted. Sternos are allowed for warming food.
3. The maximum capacity of 167 persons shall be observed at all times. All persons must leave the building by no later than 1:00 a.m.
4. Decorations including fabrics, artificial plants, tablecloths etc. must be fireproofed. Decorations are not permitted on walls or column posts. Glitter, confetti, rice or birdseed are prohibited in Hibiscus Hall and elsewhere inside or outside of City Hall. Equipment, decorations and signs shall be placed and removed so as to not damage the building or furniture. Nothing shall be spread or placed on the floor of Hibiscus Hall. **USE OF GLITTER OR CONFETTI OF ANY TYPE SHALL RESULT IN THE LOSS OF THE ENTIRE CLEANING/SECURITY DEPOSIT.**
5. Any activity at which minors are present shall be adequately chaperoned. A minimum of one adult for every 10 minors shall be required.
6. The individual executing the rental agreement must be present while the Hall is in use.
7. Alcoholic beverages may be provided free of charge at functions, however no alcoholic beverages or open containers shall be permitted outside of Hibiscus Hall. The Lessee shall be responsible for complying with all applicable laws including age restrictions.
8. Smoking is not permitted in Hibiscus Hall or any other part of City Hall including the corridor and the bathrooms and the Lessee is responsible for adherence to and enforcement of this strict NO SMOKING POLICY.
9. Lessee shall be responsible for any key issued by the Department of Public Works, shall lock all doors upon departure and shall not relinquish possession of the key to any other person.

10. Thermostat, lights and sound system shall be controlled by the Lessee and shall be turned off upon departure.

11. Minors shall not be permitted to use cooking facilities. Anyone using the stove, must turn on the hood and follow the cleaning instructions which are posted in the kitchen.

12. Music bands or records which can be heard outside of Hibiscus Hall are not permitted during normal business hours and after 11:00 p.m. Common courtesy is expected and no noise which is likely to disturb adjoining neighbors is permitted at any time.