

## RULES AND REGULATIONS

1. Smoking is permitted ONLY in designated areas outside, as outlined in the rental agreement.
2. BEER, WINE and CHAMPAGNE only are allowed in designated areas per agreement.
3. No bicycles, tricycles, scooters, skateboards, wheeled-shoes, riding toys, etc., are allowed inside the WCC.
4. NO GAMBLING. NO ILLEGAL ACTIVITIES of any kind are permitted in the WCC or on the premises or in the parking area. In the event the police, sheriff or any other authority is contacted by anyone for any reason for which the Renter or Renter's guests is responsible, the WCC and the premises and the parking area shall be immediately be vacated and locked and the Renter shall forfeit the rent and the Security Deposit.
5. NO OPEN FLAMES. Candles must be contained in a glass globe.
6. No decorations may be hung, taped, stapled, nailed or otherwise affixed to the walls, ceilings or light fixtures of the WCC. All decorations must be removed upon termination of the rental. No pictures or fixtures may be removed, even temporarily, from the walls or shelves of the WCC.
7. No glitter, confetti, rice, birdseed, petals, etc. may be tossed in the WCC, the outside areas or in the parking area. Live rose petals may be strewn only in the pergola area. Celebratory bubbles may be used ONLY outside the WCC.
8. Tables and chairs will be set-up and taken down by the Rental Agent as Described in Rental Agreement. **NOTE: THE TOWN COUNCIL DESK MAY NOT BE MOVED.**
9. Trash cans are provided for collection of food and drink containers prior to entry into the WCC. Preparation of food is permitted within the kitchen area of WCC using only the cooking appliances available/provided therein. The use of additional appliances or devices that must be plugged into an electrical outlet is prohibited, without prior approval of the Rental Agent.
10. Any and all supplies utilized by the Renter must be furnished by the Renter. This includes, but is not limited to, tablecloths, linens, glasses, china, utensils, paper products, etc.

11. Caution should be taken by Renter when utilizing coolers in the WCC to insure that the flooring and furnishings are protected from possible leakage.
12. Any liquid or food spills must be cleaned up immediately by Renter. Brooms, mops, cleaning supplies, etc. can be found in the storage room and/or under the kitchen sink.
13. Any and all garbage, including decorations, gift paper, food leftovers, etc. must be appropriately bagged and removed from the premises by the Renter. Garbage receptacle is provided in the front left of WCC.
14. The kitchen counters and appliances must be wiped clean.
15. All belongings of Renter and guests must be removed from the premises. The Town is NOT responsible for any items, personal or otherwise, left behind by the Renter.
16. In the event Renter brings in a vendor of any kind, such as a caterer, florist, etc., Renter is responsible for all aspects of vendor's presence on the property. Any damage by vendor is the responsibility of Renter.
17. Failure to comply shall cause forfeiture of the Security Deposit.

By signing below, Renter understands that Renter is solely responsible for any damage to the Woolsey Community Center, including damage caused by Renter's guests. Any damage will be identified and assessed by the Town, the Town's Rental Agent and/or the Town's cleaning crew at the time the WCC is inspected and/or cleaned following the Renter's use of the premises.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Renter – Signature

\_\_\_\_\_  
Town Agent