

FORESTHILL VETERANS MEMORIAL HALL
RULES AND REGULATIONS

To better accommodate the needs of the community, the Memorial Hall Board has established these rules and regulations.

1. All uses of the Memorial Hall must be scheduled, approved, and put on the calendar by the Veterans Memorial Hall Coordinator. (NO EXCEPTIONS.)
2. All property of the Hall (such as flags, pictures, displays, or other Veteran memorabilia) are not to be moved from their locations.
3. A reservation for hall use is secured upon payment in accordance with the posted rates for the portions of the hall to be used. All hall users are to be aware that this facility's use is subject to veteran organizations' first right to use. The veteran organizations' first right to use condition shall be removed sixty (60) days prior to the scheduled event.
4. All users of the hall are required to pay a security deposit. Just prior to the Hall's scheduled use, the security deposit is to be submitted to the Memorial Hall Coordinator and a key will be issued. Exhibit A "User Responsibilities and Clean-Up Procedures" will be provided.
5. Notice of cancellation of a scheduled Hall use must be provided to the Memorial Hall Coordinator at least two (2) weeks in advance of the scheduled date in order to avoid a forfeiture of rent.
6. Door exits shall not be blocked at any time.
7. The premises must be vacated by 1:00AM or as directed by the Memorial Hall Coordinator.
8. All tables, chairs, and other articles are to be returned to their original locations prior to closing the hall.
9. Users of the Hall are required to ensure that the lights are turned off and the windows and doors are secure.
10. All users of the Hall must provide proof of liability insurance in the amount of at least \$1,000,000.00 to the Memorial Hall Coordinator.
11. Smoking is prohibited in all Placer County facilities.
12. A Memorial Hall representative will inspect the Hall after the event. An unsatisfactory inspection could result in a partial or complete loss of your deposit.
13. The key shall be returned to the Memorial Hall Coordinator on the next business day after the cleaning has been completed.

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APPLICANT SIGNATURE

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DATE

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CO-APPLICANT SIGNATURE

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DATE