

## **Placer County Veterans Memorial Halls**

### **Rules and Regulations**

The Hall Board Trustees have established the following rules and regulations for all the Veterans Memorial Halls:

1. All use of the Veteran Memorial Hall must be scheduled, approved, and put on the calendar by the Coordinator. Entrance otherwise is considered trespassing. (NO EXCEPTIONS.)
2. No property of the Halls (such as flags, pictures, displays, or other veteran memorabilia) shall be moved from its location.
3. A reservation for Hall use is confirmed upon the Coordinator's receipt of all documentation and payments in accordance with the posted rates for the portions of the Hall to be used.
4. All Hall users are to be aware that use of the facilities is subject to veteran organizations' first right of use. The veteran organizations' first-right-of-use condition shall be removed sixty (60) days prior to the scheduled event, except in Roseville, where the first-right-of-use condition shall be removed forty-five (45) days prior to the scheduled event.
5. All Hall users are required to pay a refundable security deposit no less than three (3) weeks prior to their reservation date. The deposit will be returned within thirty (30) days after return of the key and checklist, providing there are no damages and the Hall was cleaned per the checklist provided.
6. Prior to the event, the Coordinator will issue a key and copy of the Clean-Up Checklist. They must both be returned no later than 10:00 a.m. on the business day after the reservation date. The drop-box is available at all times for this purpose.
7. Notice of cancellation of a scheduled Hall use must be provided to the Coordinator, in writing, at least two (2) weeks in advance of the scheduled date to avoid a forfeiture of fees.
8. Door exits shall not be blocked at any time.
9. The premises must be vacated by 1:00 a.m. or as directed by the Coordinator.
10. All tables, chairs, and other articles are to be returned to their original locations prior to closing the Hall or your security deposit may be charged.
11. You may attach decorations with 3M hooks or masking tape as long as the walls are not damaged in any way. Absolutely no nails, tacks, staples, or anything that would puncture the wall are allowed. You cannot hang decorations on beams, vents, ducts, cords, wires, or wall/overhead lighting. If there are existing hooks permanently installed, you may use them. All decorations and tape must be removed at the end of your event.
12. Hall users are required to ensure that the lights are turned off and the windows and doors are secure before leaving the Hall.
13. All users of the Hall must provide proof of liability insurance to the Coordinator per Placer County requirements. Alcohol is allowed in the Halls as long as the required Liquor Liability is provided on the insurance documentation.
14. Smoking is prohibited in all Placer County facilities.
15. A Hall representative will inspect the Hall after the event. An unsatisfactory inspection could result in a partial or complete loss of your deposit. Should your deposit be inadequate to cover the costs of clean-up and/or repair, you will be billed for any additional amount.