

Stewart Community Hall
Rules and Regulations

1. All use of the Community Hall must be scheduled, approved, and put on the calendar by the coordinator upon receipt of all documentation and payments in accordance with the posted rates. Entrance otherwise is considered trespassing. (NO EXCEPTIONS)
2. No property of the Halls shall be moved from its location.
3. All Hall users are required to pay a refundable security deposit no less than 30 days prior to their reservation date. The deposit will be refunded within 30 days after return of the key and checklist, providing there are no damages, and the hall was cleaned per the checklist provided.
4. Notice of cancellation of a scheduled hall use must be provided to the coordinator at least two weeks in advance of the scheduled date to avoid a forfeiture of the rental fee.
5. Door exits shall not be blocked at any time.
6. The premises must be vacated by 11:00 PM, or as directed by the coordinator.
7. 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.
8. 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.
9. Hall users are required to ensure that the lights are turned off and the windows and doors are secured before leaving.
10. All users of the hall must provide proof of liability insurance to the coordinator per Placer County Requirements.
11. Smoking is prohibited in all Placer County Facilities.
12. The Applicant's signature on the Reservation Application is an agreement with Placer County that all guests are aware of the rules and will abide by them.
13. Amplified sound shall end no later than 10:00 PM. (Placer County Code 9.36.060)
14. During the months of July through November, this Hall is a PG&E Planned Safety Power Shutoff Community Resource Center. If our region has power cut due to a PSPS, your event may be cancelled. Should this happen, you will be reimbursed for any fees you've submitted. You may also reschedule for a different date.

Applicant Signature

Date

Co-Applicant Signature

Date