

RULES AND REGULATIONS FOR USE OF THE ELLIS COUNTY WOMAN'S BUILDING

- BUILDING OCCUPANCY LIMIT IS 150 – by order of the Waxahachie Fire Department
- NO SMOKING IN THE BUILDING
- DO NOT use tape or any other adhesive medium, tacks, nails or staples on walls, trim, doors, ceilings, windows or fixtures.
- DO NOT prop or lean chairs or tables against walls; DO NOT take furniture outside
- DO NOT burn candles or open flames under any circumstances
- Building doors will be opened, and the building will be inspected prior to your event.
- The last 30 minutes of your reserved time should be used for clean-up purposes. The building must be left clean and in order (see checklist).
- For evening events the building must be vacated by 11:00 p.m.
- It is renter's responsibility to lock all doors upon vacating the building. Exit through kitchen door.
- All garbage bags must be sealed and deposited in dumpster at the rear of the building.
- Before vacating, all lights must be turned off, and the stove/oven must be turned off.
- Before vacating, the thermostat must be put on appropriate setting, as indicated on the sign next to the thermostat.

Failure to put thermostat on appropriate setting may result in forfeiture of your deposit.

ALCOHOL

- The serving of alcoholic beverages at your event requires an additional security deposit of **\$ 100.**
- A security person hired by the Woman's Building, at your expense and paid in advance, must be present during your entire event if you plan to serve alcohol and
 - your event begins at 4:00 p.m. or later Monday through Friday; or
 - your event takes place on a Saturday or Sunday.
- The cost of a security person is **\$40.00** per hour, with a minimum of 4 hours.
- The serving of alcoholic beverages at your event must comply with all federal, state and local laws.
- Beer and wine are the only alcoholic beverages allowed. NO LIQUOR! Beer must be served in individual cans or bottles. NO KEGS!
- No alcoholic beverages may be consumed outside of the facility. "Outside" includes the porch and surrounding areas.
- Violation of any of the policies set forth in the Rules or Regulations or the Agreement for Use may result in the loss of all deposits or any portion thereof.

Renter assumes all responsibility for accidents or damages incurred while using the premises. The Ellis County Woman's Building Board is safe and held harmless from any and all claims resulting from use of the premises.

Signature of Renter

Date