

PLEASE NOTE:

This is an historic building and must be treated with the utmost care in order that it may continue to serve our community and our tenants.

We ask you to please pay attention to these instructions and make sure you or anyone else using the Depot follows them closely.

## **RULES AND REGULATIONS**

### **PLEASE READ CAREFULLY**

1. All activity within the building shall terminate at the final hour stipulated in the rental agreement. Music must terminate at 11:00 PM.
2. Appropriate outdoor activity must be orderly, confined to premises, and terminate at the final hour stipulated in the rental agreement.
3. Except during daytime events, music shall be confined to the building and the noise kept to a restrained volume so as not to disturb nearby residents.
4. No more than 153 persons shall be permitted to occupy the building at any one time.
5. Not more than 71 persons shall be seated at tables in the building at any one time.
6. There shall be no marring or defacement of the building, inside or out, nor removal of equipment or fixtures from the building.
7. Decorating or exhibits shall not be fastened to walls, ceiling, woodwork or tables with staples, tacks, pins or tape.
8. Before leaving the building, Tenant must see that stoves, furnace and appliances are off, fireplace fire extinguished, refrigerators emptied, trash disposed of in outside trash containers, windows and doors are fastened and locked, lights within building are turned off, front entrance is locked and key is returned to the lockbox. Please sort recycling from trash whenever possible.
9. All food, decorations, and equipment shall be removed by the time stated in "Item 1. Term" of this agreement unless other arrangements have been confirmed in writing with Depot Manager.
10. The Landlord is not responsible for personal or organizational property left on the premises by Tenant or his/her guests.
11. Minors cannot be served alcohol at any time on the premises.
12. No illicit substances shall be brought on the premises.
13. No confetti shall be used inside or outside the building at any time.
14. No parking in area behind the Depot.
15. No cooking or barbecuing on concrete areas unless adequate protection is provided. Concrete must be left clean upon completion of rental.
16. The Kenwood Depot is on a septic system so do not flush anything except toilet paper in the bathrooms.
17. Please use recycling bins appropriately. Any contamination of said bins will result in the charging of a fee.
18. Arrangements for early drop-off or late pick-up of equipment must be made with the Depot Manager. There will be a fee for this service.
19. There will be a charge for any disturbance that requires a response from the Depot Manager.
20. No smoking in the building. Outside, ashtrays must be used and emptied. A charge will be made for cleaning up cigarette butts not disposed of.