

HALL RENTAL REGULATIONS

NOTE: The hall rental and security fees are due by noon the day before your function. The keys to the hall will be made available for decorating only after the balance is paid. The rental fee covers no more than three (3) consecutive days of use. The keys and the Hall Rental survey and comments form may be returned in the MUD 12 payment box located outside the building and must be received in the business office no later than 8:00 a.m. the following workday. **Failure to follow these regulations may cause forfeiture of your Hall Damage Deposit.**

1. Decorations may not be hung from the ceiling. If hanging decorations on the walls, use only thumbtacks. Tape, staples, and nails are prohibited.
2. Beer kegs must be placed in plastic trashcans and then placed inside tubs provided.
3. Alcoholic Beverages Restrictions:
 - a. No alcoholic beverages shall be consumed by any person under the age of 21, and no person shall remove alcoholic beverages from the hall premises.
 - b. Any person becoming inebriated may be arrested for public intoxication.
 - c. It shall be the responsibility of the **Lessee** to ensure that none of the guests in control of a vehicle leave the premises if that person is impaired by alcohol.
 - d. The police officers providing security will at all times be afforded the respect of the Lessee and guests and all attendees will subsequently comply with the officer's requests.
4. No rice, birdseed or confetti may be thrown either inside or outside the building.
5. Floors must be protected from scratches. Do not drag tables or anything else that does not have wheels across the floor.
6. Hall must be **vacated by 1:00 a.m.** and all food must be removed from the premises at that time.
7. Remainder of cleanup must be done **by 10:00 a.m.** the following day:
 - Empty all garbage cans and wastebaskets, including those in restrooms.
 - Garbage bags are to be brought downstairs and placed in the large metal container on the eastside of the building.
 - Reline all garbage cans and wastebaskets with liners.
 - Clean countertops and all tabletops with soap and water.
 - Mop any puddles or spills from floor or countertops.
 - Replace **6' tables on 6' table trucks** and **8' tables on 8' table trucks face down** and hang chairs back on chair racks. Table trucks hold a **maximum of 8 tables each.** (Leave broken tables standing.)
 - Leave restrooms reasonably clean.
 - Remove all food from refrigerator/freezer and wipe inside shelves down.
 - Pick up trash and clean any spills in elevator and stairs.
 - Pick up all cups, cans, etc., from outside, including parking lots on both sides of the building.
8. Lock and secure premises as follows:
 - Upstairs Security Alarm Door ----- Security Alarm sliding bar is in place.
 - Stairwell Upstairs Door ----- Lock from inside.
 - Elevator ----- Lock with key from downstairs Lobby.

- Downstairs Front Door ----- Lock with key from outside.

NOTE: SMOKING IS NOT ALLOWED IN THE BUILDING.

IN CASE OF EMERGENCY, CALL ANY MEMBER OF THE BOARD OF DIRECTORS LISTED BELOW:

| | |
|---------------------------|---------------------|
| BILL ALCORN | 409-938-3989 |
| MARCEL BLANCHARD | 409-682-4180 |
| KEITH HERZOGENRATH | 409-771-4908 |
| BOB BASSETT | 610-248-0785 |
| ROBERT BLACK | 512-818-5323 |

FOR FIRE, POLICE OR AMBULANCE EMERGENCY, CALL 911.

AS THE LESSEE AND RESIDENT OF THE MUD 12 DISTRICT, I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE HALL RENTAL REGULATIONS AND ACCEPT RESPONSIBILITY FOR ENFORCEMENT OF SUCH RULES AND CLEAN UP.

Executed this _____ day of _____, _____.

LESSEE – Resident of MUD #12 District

LESSOR - Galveston County MUD #12
Bill Alcorn, President – Board of Directors