

The executive board of the AWPPW, Local 5 has outlined the following rules which apply to persons who use or rent our hall at 514 NE Dallas Street, in Camas Washington for safety, cleanliness, and mutual understanding.

GENERAL RULES

1. No Gum.
2. Do not use hot water to mop the floor. (it strips the wax on the floor).
3. Cleaning/reserve deposit due within 2 weeks after reserving the date.
4. Hall rentals must be approved by the Executive Board of the AWPPW, Local 5 .
5. Rent and deposit must be payed in advance.
6. Liquor is permissible, a liquor license will have to be obtained and the responsibility for any drinking will be on the renters.....**YOU!**
7. There is NO smoking allowed inside the hall. Cigarette butts on the ground and in the parking lot will be cleaned up by the renters or the renters will be charged to have it done.
8. Any property destruction will be paid for the by the renters at the time the damage occurs, even if the repair costs are greater than the deposit.
9. Any breakage of tables or chairs or any other piece of the Local 5 property will be charged to the renter.
10. Tables and chairs will be cleaned off, washed, folded, and returned to their places, or the renter will be charged to have it done.
11. All loss and breakage of kitchen equipment must be replaced, or the deposit will be forfeited
12. **Each key has a \$300.00 cost if it is not returned.** It is the renter's responsibility to return the keys.
13. When decorating, nails, tacks, or other sharp objects are not allowed. (Except on boards at the top of the wall which are installed for that purpose and they shall be removed from the board when finished.)
14. The Local 5 is not responsible for any lost or stolen items.
15. Clean up includes but is not limited to taking out the garbage and relining the cans, cleaning up spills, mud and tracks, cleaning kitchen and bathrooms.
"Leave the hall in the condition you found it or your entire deposit will not be refunded" Make sure the whole Hall is swept and mopped after your function.
16. The person renting the hall must be in attendance and will be responsible for any damages that occur during the time of rental.
17. A banquet permit will have to be obtained for the use of candles.
18. **NO PROPANE USE INSIDE THE HALL.**
19. **You must call no later than 30 days before your event to cancel, if you do not do so you will forfeit half of your rental cleaning/reserve deposit.**

The Executive Board reserves the right to modify these rules at any time with out notice.
I agree to the conditions listed above. Initial: _____

Name: _____ Telephone: _____

Address: _____

Clean up Person: _____ Telephone: _____

Rental Fee: _____ Check Number: _____ Date: _____

Deposit: _____ Check Number: _____ Date: _____

Date of Rental: _____ Key Number: _____

Signed: _____ Date: _____