

EXHIBIT A: RULES OF JAMESON HALL USE

1. **No Entry prior to 10:00 a.m. on the day of reservation.** Violators will be held responsible for any Hall damage or clean-up, and for use outside of the reserved days and times.
2. No tables, chairs, or other equipment are to be removed from the building for any reason.
3. The walls and trim shall not be used for hanging decorations. No pins or tape/ command strips are to be used on the walls/trim, evidence of this or other markings on the walls/trim will result in forfeiture of deposit.
4. All decorations, food, dishes, and debris shall be removed from the property. Tables and chairs are to be wiped down and replaced where found. Kitchen to be wiped down, sink cleaned of all debris and any spills in refrigerator wiped up. All floors are to be swept and mopped. Remove all debris from restrooms and flush toilets. If entrance mats are wet, please flip them over so rubber side can dry.
5. **Do not leave air conditioning or heat on high.** Please set heat at 60 degrees in the winter and air conditioning at 78 degrees in the summer.
6. **Turn off all lights and make sure all entrances are locked.**
7. The Township will not be responsible for the loss of any articles or equipment left on the property after user leaves.
8. **In accordance with state law, no alcoholic beverages shall be served or consumed on the Township property.**
9. **Without exception, all occupants must be out by 11:00 p.m. on the day of reservation.** Violators will be considered trespassing and may be subject to prosecution.
10. No vehicle shall stand or park upon the roadway or in such a manner as to obstruct traffic. Individuals attending the Hall shall not park on private property or within the Bud Street right-of-way neighboring the Hall.
11. **In accordance with state law, no smoking is allowed in the Hall at any time.**
12. Any matters not herein expressly provided in this agreement, shall be decided at the discretion of the Township Manager or Public Services Director.
13. Violation of any of the above rules will result in the loss of any damage security deposit; and if state law is violated, the responsible individual named above may be subject to prosecution or otherwise taken to court by the Township for civil action to recover costs incurred to resolve the matter.