

POLICIES/CODE OF CONDUCT/MULTI-USE

1. Multi-use: The Hall is a public facility and renters should assume the building may be rented before and after their event. The signer of the rental agreement is responsible for the attendees of their event.
2. Unlocking/locking the building: The doors will be set to automatically unlock and lock at the beginning and at the end of your event. Please be sure to allow enough time for set-up and clean-up when renting the building.
3. Children: Children must remain supervised at all times.
4. Outside display: No items may be displayed or stored outside the building on the sidewalks, landscape area or parking lot.
5. Removal of Hall furniture: No furniture from inside the building shall be moved outside without prior approval from the Hall.
6. Storage: No items shall be left or stored at the Hall.
7. Set up: The set up of chairs, tables, etc is the responsibility of the renter/user. Doors and hallways may not be blocked at any time nor should doors be propped open. If a City representative asks that something be moved, renter/user must comply with the request. Hooks are provided on the walls near the ceiling if the renter would like to string lights, drape tulle or hang posters/signs. Ladders will not be provided for this therefore renters must bring their own ladders. At no time should anything be hung, strung over and otherwise attached to the metal trusses/rafters. The Fox Hall Representative, Board and City of Louisburg are not liable for any personal injury of installing or hanging lights, tulle or posters/signs from the hooks. No other devices for hanging items are allowed, including tape, Command strips, etc.
8. Noise: Doors may not be propped open during events. All events shall end at 10 pm unless otherwise indicated in the application and has been pre-approved by the Representative.
9. Parking: Do not block the alley. Unloading or loading from the alley is permissible but should be done as quickly as possible.
10. Alcohol: No alcohol is to be served or consumed on the property, which includes the interior or exterior of the building, parking lot or adjacent sidewalks.
11. Food: Fox Hall provides a kitchen with electric stove, refrigerator and microwave. Care should be taken with clean up after an event in which food has been served.
12. Lock up: The doors will automatically lock at the end of your rental time. Renters/users should verify that all cleaning obligations have been fulfilled before exiting the building.
13. Glitter and confetti are not allowed in the building. Any helium balloons must be secured and not allowed to float to the ceiling. Glitter or confetti found on the floor, or helium balloons that become wrapped in the ceiling fans, shall result in loss of deposit equal to extra cleaning or repair. Do not tape items to the walls.

The Fox Hall Representative will permit access upon execution of a contract with full and specific disclosures and payment of rental fees as specified in rental agreement. I agree to the above terms for renting/using Fox Hall. I understand that if these terms are not followed, the Fox Hall Representative reserves the right to refuse rental/use to me and/or my organization in the future and can cancel the current rental agreement with no refund.

Renter/User Signature _____ Date _____

FOX HALL RENTAL/USE AGREEMENT

The Fox Hall Rental Agreement is non-transferable and is only valid for the times and event(s) specified in the rental contract. Renter/User agrees to comply with all guidelines and policies as set forth in the agreement. If there are any changes to this agreement, the Fox Hall Board reserves the right to require a new agreement to be approved by its appointed representative and the renter/user.

RENTAL RATES/PAYMENT/OTHER FEES

1. The rental payment is due in full 14 days before the scheduled event date. Checks are made payable to Fox Hall. On-going renters/users must pay their rent on the first day of each month.
2. Rental time includes setup and cleanup. Rental time is booked in one hour increments with a one hour minimum. Renters/users are responsible for setup and break down.
3. Rates are as follows: Everything is subject to availability, with priority given to City needs. Rental for the building is \$25 per hour or \$75 for three or more hours. Monday and Tuesday rental rates are \$20 per hour or \$60 for three or more hours.
4. Cleanup fees and damage deposits: \$100 refundable security/cleaning deposit will be required and will be deposited. A refund will be issued no later than the Friday following the event if the building is cleaned per the rental cleaning checklist (posted on the door of the mop closet) and if no damage occurs to the building. If helium balloons are found to be tangled in the ceiling fans, the entire deposit will be withheld to cover the cost of an electrician to repair the fans. All renters/users must leave the building in the same or better condition than it was found.
5. Trash Removal: A poly cart located on the south side of the building is available for trash. Please deposit all trash in this cart. Dumping of trash in any neighborhood dumpster is not allowed and renter will be liable for any fines/ penalties associated with illegal dumping.
6. Refunds: No refund will be given if cancellation is less than 4 days prior to the use. There are no refunds for a portion of a reserved time not used.
7. Cancellation of agreement: The Fox Hall representative, Board and/or City reserves the right to discontinue any rental contract if the activity proves disruptive to neighbors or other users. The agreement can also be cancelled if the renter/user does not adhere to the terms of the contract.

LIABILITY

1. If the Hall is destroyed or damaged by fire, extreme weather event or any other situation out of the Hall's control, this agreement will be null and void and renter/user will receive a full refund. However, the Hall will not be responsible of any incidental or consequential losses resulting from the cancellation of this agreement.
2. Each renter/user is required to use the building & grounds responsibly and adhere to fire, safety and health codes, including maximum occupancy regulations.
3. The Fox Hall Board and City of Louisburg assumes no liability for loss, theft, property damage or personal injury related to the use of Fox Hall by renter/user. Renter/user will be held responsible for payment of any and all damages to the building, furnishings, fixtures or equipment, whether caused by the renter/user or any members of the rental party.
4. Renters/users are responsible for advertising, ticket taking, and fee collection of their own events.