

EXPO MEETING ROOM ANNEX POLICY

1. Requested event dates are not considered firm until receipt of deposit and signed contract.
2. Keys to the building may not be duplicated. Lost keys will result in forfeiture of deposit.
3. All users of the meeting room annex will be responsible for setting up room; cleaning it afterwards; placing all items back in their respective storage; placing trash outside in the trash container.
4. The Bolivar County Board of Supervisors is not responsible for equipment, supplies, materials, or other items owned or borrowed by a group and used in the facility. Such materials should be removed from the room, unless arrangements are made with staff for temporary storage. The Bolivar County Board of Supervisors assumes no liability for the loss or damage of such items.
5. Groups using kitchen facilities should note the following:
 - a. No liquids should be put in garbage bags. Completely drain all cups and bottles before disposing of them. Be sure all garbage bags are tied securely before leaving and placed in appropriate trash containers.
 - b. The kitchen should be left in order:
 - . Dishes should be washed, dried, and put away,
 - . Cabinets, sink, and stove should be wiped clean, and
 - . Spills should be removed from floor, tables, etc.
6. The building should be left clean, **just as you found it** (with the exception of mopping).
7. Items such as posters, signs, etc., are not to be nailed, tacked, stapled or taped to the wall, woodwork, or windows. The rentor shall not drive any nails, tacks, pins, staples or other objects into the floors, walls, ceiling, partitions, doors, windows, tables, woodwork, or other parts or premises, nor change in any manner or move any fixtures, (including tables and chairs), without written consent of the Board of Supervisors. Please do not stack tables and chairs!
8. It is agreed that your organization will furnish whatever law enforcement personnel the Board of Supervisors may determine is necessary for your function.

9. It is agreed that your organization assumes all liability for accidents, injuries, mishaps, or deaths to members, guests, or customers of your organization.
10. The Bolivar County Board of Supervisors is not responsible for items stolen from vehicles parked while facility is rented.
11. The Expo Meeting Room Annex has been designated as a smoke free building.
12. The rentor shall promptly, upon completion of uses of said premises, remove all decorations, displays, and equipment used by the rentor on the premises. The use of confetti, glitter, tinsel, or other medium for decoration or in ceremony is discouraged. In the event that your group does use these materials it is required that all such materials be completely removed from premises. Failure to do so will result in the assessment of additional rent charges.
13. Specific restrictions are as follows:
 - a. No alcoholic beverages **sold** on premises.
 - b. No Fireworks allowed on premises.
 - c. No obscene film shall be shown on premises.
 - d. No boisterous conduct shall be permitted on premises.
 - e. No gambling allowed on premises.
 - f. No Firearms permitted on premises with the exception of an official gun show.
14. The rentor acknowledges having read the specific rules and regulations for the Bolivar County Expo Meeting Room Annex and does hereby agree to comply with these directives, and directives as shown on the Lease Contract.

Requested by the Bolivar County Expo Committee and approved by the Board of Supervisors on February 16, 1999.