

Dodge-Eastman Development Authority  
Rules & Regulations  
Chamber of Commerce Conference Hall

1. The activity during the lease period stated on contract must be a legal and wholesome event. The Authority reserves the right to deny lease that violates normal business practices.
2. The Authority agrees to furnish general lighting from the permanent fixtures, outlets, and equipment in the building, heating or air conditioning, water for normal usage as now installed in the building. Circumstances beyond the control of The Authority shall not be considered a breach of this agreement and user shall have the responsibility for furnishing any additional equipment and for removal of the same at the termination booking date.
3. The Authority will not be liable for the cancellation of any event due to acts of God, riots, strikes, labor difficulties, or any other acts or occurrences including damage sustained from a previous event which is beyond the reasonable control of The Authority. In event of a natural or other such disaster, the conference center must be made available for evacuation or other such services. If this occurs, any event booked in the conference center will be cancelled, possibly without notice, and the user will be refunded the deposit and rental fees prepaid. The Authority is not responsible for any other costs to the user.
4. The Authority reserves absolute right to all concession sales. No cooking grills will be permitted on facility grounds.
5. User agrees to hold the Authority harmless for any personal injuries or property damage resulting from the conduct of any person(s) on the conference center property while the facility is leased in user name, and user does accept responsibility for any damages that occur during the time the facility is contracted or under lease.
6. No person attending a general function will be allowed to possess any firearms, knives, or other weapons while present in the facility or surrounding property. Exceptions may be made if the nature of the event is for consumer trade, sell, and collectible show or sporting event related to weapons. Events of this nature can only be held in the conference center if adequate security is provided by the user and the weapons are properly secured prior to entering the conference center and surrounding grounds.
7. User agrees to pay the Authority for all repairs resulting from damages while the facility is rented in user's name. User agrees that usage will not cause any damages to the facility and that no flammable or explosive materials shall be allowed in the facility. User agrees that no stakes or posts shall be installed in any area of the facility or its grounds. Structural or mechanical damage to the building will be charged to the leasing party.
8. The user acknowledges that the leased premises are suitable for the user's needs and purposes. User has the right to inspect the leased premises prior to accepting responsibility and possession thereof and prior to executing this contract. If user wishes to inspect the premises prior to reservation, arrangements must be made with the Facility Supervisor. User also accepts the premises in its present and same condition as safe, sound, and suitable for use. User hereby releases the Authority from any loss or damage to property or injury or death of any person that may be in attendance. User further agrees to hold the Authority harmless against any accounts of misuse of the premises by user, its agents, and employees.
9. In the event user desires to have personal property insured against loss by fire or otherwise, user shall obtain such insurance at user's expense. The Authority will not be responsible for the protection of such property or items left overnight on premises, against fire, theft, accident, or other cause.
10. Payment: User agrees to pay rental fees in full for the use of the Terry L. Coleman Conference Center no later than 30 days prior to the event as stated in the attached fee schedule. Deposit must be paid within five calendar days of initial booking contact or reservation will be deleted. If booking date and event date are within a 30 day period, payment in cash is due in full on the day the facility is reserved. In the event the booking is cancelled at least forty-five calendar days prior to booking date, the Authority will refund any deposit to the user. If the user cancels within forty five calendar days of the booking date, the user will not be refunded any portion of the deposit by the Authority. \_\_\_\_\_ (Initial)

11. Clean Up: User will leave the facility and surrounding premises in the same or better condition than found. This includes placing any garbage and debris in provided receptacles. Failure to do so will result in forfeit of deposit. \_\_\_\_\_(Initial)
12. Leasing Hours: User understands hours of operation are from 10 a.m. to 11 p.m. If the user wishes to extend the hours, they are subject to an additional fee of \$100.00 per hour. No one may remain on the premises past \_\_\_\_\_. The leasing party takes responsibility for the building on stated date of lease and remains responsible until facility is vacated and secured. The breakdown and removal of props, equipment, etc. must be completed by (time) at the expense of the leasing party. Prior arrangements must be made if user wishes to resume removal of equipment the following day of event. User will be charged \$25.00 per hour if next day removal is required, and may forfeit deposit if next day removal inconveniences other scheduled events. \_\_\_\_ (Initial)
13. Holiday events: Holiday open/close fee of \$100.00 required. This fee is nonrefundable and rental is at the discretion of the Authority only. No event can last past (time). All holiday open/close fees must be paid upon signing of rental agreement. \_\_\_\_\_(Initial)
14. Security: Leasing party will agree to pay for a police or security officer at (price) per hour if the Authority deems necessary. The Authority reserves the right to increase security at the leasing party's expense if the Authority deems it necessary. Leasing party consents to allowing the police or security officers to patrol the building and parking lot during any function. Leasing party understands and agrees that if any approved Authority official or representative observes inappropriate activities that they have the authority to remove any or all of the user's party from the premises and secure the facility and grounds. Leasing party will ask any unwanted persons at function to leave immediately, and should they fail to do so, leasing party will call the City of Eastman Police Department and the Dodge County Sheriff's Department at 911 and request assistance. Large group activities must have one security officer per 50 people. At private events where alcohol is being served, user must have one security officer per 50 people. Any exceptions must be approved in advance by the Authority. All fees for security officers are the responsibility of the leasing party and must be paid at contract signing.
15. Juvenile Activities: Any activities for minors eighteen years old and younger must have one adult per 20 participants. These adults must be present during the entire event. All activities for minors must end by 11 p.m. Any and all crowds must disperse from the premises by 11 p.m.
16. Nonprofit use: This applies to any civic group/club, church, government agency, and educational institutions at the discretion of The Authority. The nonprofit fee does not apply to weddings, receptions, anniversaries, birthday parties, reunions, or use of building for personal gain. All nonprofit functions must present a letter of intent of use from the pastor or president of the nonprofit organization. Approval is at the discretion of the Authority. Any person falsely representing a nonprofit agency will be banned from future use of the facility and full rental fees will apply to the event.
17. Ticketed Sales Events: Any person or business selling tickets or selling merchandise in the facility must have a business license and liability event insurance naming The Authority as an additional insured at least 24 hours prior to the event date. A copy of the business license and liability insurance must be attached to the contract.
18. No smoking is allowed in the facility. No smoke machines or foggers are allowed in the facility. Nothing may be attached to the walls, fixtures, or other interior and exterior components of the building without the written permission of the Authority. A diagram indicating location and type of adhesion must be submitted. No nails, double stick tape, screws, or hooks are permitted. No birdseed or rice is allowed inside or outside the facility.
19. Signage: Signage for events may not be placed on any state or city right of way. If signs are placed on the right of way, the person or organization will be billed the cost of clean-up and removal, and possibly fined.
20. Alcohol: Permission to serve alcoholic beverages must be obtained in advance from the Facility Supervisor. Alcoholic beverages may only be served if all in attendance are 21 years of age or older, and in accordance with all local, state, and federal laws. No alcoholic beverages may be served in the presence of minors. All events serving alcoholic beverages must be by invitation only or private

reception and cannot be open to the general public. Any private event where alcoholic beverages are served must have one security officer per fifty people.

21. Sale of alcohol: If the leasing party wishes to sell alcoholic beverages in the facility, the Facility Supervisor must know in advance and approve. Leasing party must comply with all local, state, and federal guidelines, laws, and licensing requirements. All in attendance must be 21 years of age or older. Leasing party must have at least one security officer per 50 people. A copy of the required local and state licenses must be on file at least 24 hours prior to event.
22. Authorized Entry: At public events, leasing party understands and agrees that at any given time, a member of The Authority, law enforcement, or any other person serving in an official capacity with the city, county, or state may enter the facility at no cost and observe the event activities in the building and surrounding areas. Leasing party has the right to ask for photo identification prior to the official entering the facility.