REGULATIONS GOVERNING USAGE OF PREMISES

1. Lessee shall take orderly and respectful care of the leased premises. Premises must be left clean and refuse disposed of. Cleaning and Kitchen deposits will be refunded only if facility is left in satisfactory condition.

2. Painter’s tape, or Gaffer’s tape, is the only acceptable means to affix objects or decorations on the ceilings, walls and / or floors. Use of any other tapes or products may cause damage and will result in, at minimum, a loss of deposit. Masonic Center staff have tape available for use as prescribed in the rental information sheet.

3. **Alcoholic beverages**: Lessee is responsible for obtaining all governmental licenses pertaining to the sale and / or serving of alcohol, and is required to have host liquor liability insurance included with other contractually required insurance and agrees to hold harmless and name as additional insured the Scottish Rite Temple, Inc., its officers, employees, and agents. Additionally, by determination of building management, security services may be required and contracted by lessee.

4. Portions of the building not specifically identified in the rental agreement shall not be used by Lessee or any person invited to visit such premises by Lessee. All accessible areas and services available, with their corresponding fees, are listed on the rental information sheet and designated by the rental building floor plan. All dates and times for access are as noted in the agreement. A Masonic Center employee will be on site during all periods of access.

5. Included in your rental is the use of one corded microphone, chairs, and /or rectangular tables. Included in rental of Memorial Hall is use of the stage, border lights, and footlights. Set up and take down of Masonic Center property is included, provided diagram is submitted to building management one week prior to event. Operation of lighting and sound equipment shall be by Masonic Center employees or outside vendors (as approved by building management) only.

6. Displays or vendor space must be free standing and comply with all Health & Safety regulations. Foyer furniture may only be moved by Masonic Center employees with permission of the building management.

7. No advertising, promotion or ticket by Lessee shall state or imply that the presentation is sponsored by Lessor.

8. The distribution or sale of any material by Lessee or Sub-Lessee deemed inappropriate or not in good taste or propriety by the Building Management is prohibited.

9. **Monday – Friday until 6pm and Saturday until Noon**, no loud music and no music or speaker systems in Inner or Outer Lobbies.

10. No activity using open flame or producing sparks for any purpose is permitted in the building.

11. Any equipment or other property delivered to or left upon said premises will be at the sole risk of Lessee.

12. If simultaneous rentals are going on in the building, each such Lessee, as a courtesy to the others, will control the noise.

13. Any property damages resulting from Lessee’s use of the premises, including any damage to the floors, will be repaired and billed to the Lessee, who agrees to pay said bill promptly. Lessor shall first deduct costs for damage from any outstanding deposits.

14. In the event the said premises, or any part thereof, shall be destroyed or damaged by fire, earthquake, or any other cause, or if any other casualty, strike, picketing, labor dispute, war, or unforeseen occurrence shall, in Lessor’s judgment render the fulfillment of this contract reasonably impossible or impractical, Lessor may cancel the contract and shall not, in any case be liable to Lessee for any damage caused by such event or cancellation. If Lessor does terminate the contract, and if Lessee is not in default hereunder and has fulfilled all the terms and conditions thereof, Lessor agrees to return to Lessee the unused portion of any deposit and the unearned portion of any rent paid in advance under the terms hereof and remaining after the occurrence of such event.

15. Lessee is responsible for identifying and obtaining any required governmental permitting associated with their event. Ample time should be allowed for governmental processing procedures. This facility is within the City limits of Sacramento, County of Sacramento, California.

16. Cancellation of reservation within 60 days of event **forfeits** all deposits previously paid.