



800 East Marion St.
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Zentmire Hall Building Regulations

SMOKING:	<u>Smoking is NOT allowed in the building. The facility is smoke-free.</u>
ALCOHOL:	Alcoholic beverages may never be sold in this facility, but may be served for private parties. Drinks are to be kept in the facility.
CONTROL:	User is responsible for guest behavior and damage, if any. It is recommended persons be appointed to control behavior of guests. User is liable for any injury or damage that occurs during hall rental.
CLEANING:	User is responsible for cleaning areas used and leaving the premises as clean as it was found, by a time designated when reserved.
	Clean tables and kitchen areas used with cleaner/disinfectant. Sweep floor and if necessary, use wet mop.
	Bag and place all garbage in dumpster located on west side of the hall being careful to keep area surrounding the dumpster litter free. Any litter outside of the building should be put into dumpster. Garbage bags are provided and should be placed in cans.
KITCHEN USE:	Coffee pot is available for use. User must provide own beverage, table service, utensils and dish towel supplies needed. Zentmire Hall items may be used provided they are cleaned and returned to location found.
DECORATIONS:	User may rearrange tables for their use, but must return them to where they were found. Black chairs are never to be used outside the hall. User provides own table coverings and may decorate tables as desired provided <u>NO DECORATIONS are to be fastened to the walls.</u> You may attach decorations to peg boards on the walls. There are magnets available to attach decorations to the ceiling if needed.
HEAT/AIR CONTROLS:	Temperature will be set prior to the event and is not available to the user.
SECURITY DEPOSIT:	A deposit of \$100 MUST BE paid to reserve the date needed. No reservation will be accepted more than 18 months in advance. Notification of cancellation must be received at least 30 days prior to the event to receive a refund of the \$100 deposit.
KEY:	A key may be picked up at scheduled times. At this time the total cost of using the hall shall be paid. The \$100 deposit will be returned when the hall is inspected. Key must be returned within 24 hours of rental.