

## REGIONAL FACILITY CONFERENCE ROOM RULES

1. The rental fees are based on a category system. PHT will determine which category the renter is in.
2. The Renter shall pay a Security Deposit in addition to the rental fees. The Security Deposit is held by PHT to ensure proper cleanup and that the facility, equipment and surrounding area are not damaged during the rental.
  - a. PHT reserves the right to deduct from the Security Deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
  - b. The Security Deposit may be fully or partially withheld for any of the following reasons:
    - Damage to facility, equipment, or surrounding area.
    - Renter use exceeded time frame reserved.
    - Misuse of facility.
    - Staff time for removal of items left in facility and/or storage of said items.
3. Renters are responsible for the conduct of their guests attending the event. If your event requires police intervention part or all of your deposit may be withheld.
4. The PHT Conference Room may be rented on a half day or full day basis. The standard timeframes are as follows: 8:00am-1:00pm, 2:00pm-6:00pm or 8:00am-8:00pm.
5. Rentals attended by minors must have one adult chaperone (21 years or older) for every 10 minors. PHT reserves the right to refuse rental if the renter cannot meet this requirement.
6. In renting or making available the use of its facility, PHT assumes no responsibility for:
  - Loss or damage to any property placed on the premises by the Renter.
  - Loss or damage to any property or personal effects, of the Renter, their members, employees, agents, participants, guests, or attendees. This includes motor vehicles and their contents.
7. Alcohol & Tobacco products are **PROHIBITED** anywhere in or out of the entire facility. Please use the smoking receptacles located outside the facility and clean them at the end of your rental.
8. The Renter has use of the tables and chairs provided. The same number shall be accounted for at the final inspection. **Tables and chairs are NOT allowed to be removed from the facility.**

### GENERAL POLICY

#### AIR CONDITIONING AND HEATING

The thermostats are programmed appropriately throughout the seasons.

#### ANIMALS

With the exception of guide, signal, or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of the show, exhibit, or activity requiring the use of animals. If allowed, the Renter is responsible for the liability associated with animals and the animals sanitary needs.

## **CARPET & TILED FLOOR**

The Renter is responsible for all damage to carpets and flooring during the rental. Regarding spills and stains on the carpet or tile, the Renter will be responsible for cleaning costs associated with the removal of the stain. If the stain cannot be sufficiently cleaned the Renter will be responsible for replacement costs. Please do NOT drag tables, chairs or other heavy items across the floor as they may damage the floor. If damage does occur (cuts, gouges, rips, tears) the Renter is responsible for repair or replacement costs.

## **DECORATIVE MATERIALS**

Please inform all persons involved with your rental, nothing may be taped, nailed, stapled, tacked, or otherwise affixed to ceilings, walls, painted surfaces, windows, or floors. Check with PHT staff for further information on appropriate decorating methods. Damages resulting from the improper use of these materials will be deducted from the Security Deposit. Helium balloons are discouraged, but not prohibited. Extreme care must be taken to keep balloons securely tied to a base. It is suggested, you not bring helium balloons into the facility until the start of the event to reduce the risk of lost balloons.

## **FACILITY CLEANING**

Renters are required to restore this building back to its original condition – janitorial/housekeeping are not included with your rental.

## **GARBAGE**

All garbage from your rental areas, the restroom and lobby need to be moved out of facility.

## **TABLES & CHAIRS**

The tables & chairs are to be wiped down, folded, and placed back in their proper storage area.

## **KEYS**

The Renter is responsible for returning the key to the lock box on the conference room entrance. It is the sole responsibility of the Renter to unlock the conference room for their guests. PHT will unlock the exterior doors for the time frame of your event

## **SAFETY**

All equipment used by the Renter must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Open flames are not allowed. NO wax candles allowed; electronic candles are acceptable. Exits, entrances, air supply vents, ramps, sidewalks, and stairways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers must be kept clear at all times.

## **GENERAL PROCEDURES**

- PHT staff has the right to enter the facility at any time during your rental.
- Smoking is prohibited within the entire facility.
- During the winter months, PHT staff will clear walk-ways, stairs, and entrances of snow and will spread ice melt previous for an 8:00 a.m. rental.