

## **Rules and Regulations Governing The Use Of The Jaycees Oxon Hill Community Center - Exhibit "A"**

1. Lessee (Rental Party) shall not permit any excess of the capacity of persons allowed for the Jaycees Oxon Hill Community Center.
2. No rice, confetti, birdseed, glitter, flower petals, etc. will be permitted in the community center. Birdseed will be permitted only on the grounds.
3. The Lessee must provide the Jaycees Community Center with a completed and signed reservation request for use of the Jaycees Oxon Hill Community Center which includes details of the planned function. Upon request, Lessee shall provide a guest list. Any changes or alterations in the reservation request form shall be approved in advance of the function by Lessor.
4. Lessee shall conclude all functions by 11 0'clock P.M. Monday through Thursday and by 1 o'clock A.M. Friday through Saturday.
5. All music, food service, and drink service shall cease one hour before closing time stated in the Rental Agreement and Lessee shall begin packing and securing music equipment bars, etc.
6. Lessee's caterer must comply with all the Community Center's Rules and Regulations, including clean-up after the event in accordance with the Community Center's caterer's checklist.
7. Lessee or caterer will provide all personnel, food, linen, tableware, flowers and extra furniture as required. The tables and chairs will be set up and taken down by the Community Center's staff.
8. All parking shall be in designated parking areas.
9. No bicycles, vehicles, animals of any kind shall be brought into or kept in or about the premises or the building. No tenant shall cause or permit any unusual or objectionable odors to be produced or permeate from the demised premises.
10. No awning or other projections or shades shall be attached to the outside walls of the building. There shall be no marking, painting, drilling into or any way defacing any part of the demised premises of the building. No boring, cutting or stringing of wires shall be permitted. Tenant shall not construct, maintain, use or operate within demised premises or elsewhere within or on the outside of the building, any electrical device, wiring or apparatus in connection with a loud speaker system or other sound system. Thumb-tacks and push-pins are not allowed on the walls.

11. Lessee shall not remove or allow to be removed or relocated any furnishing without prior permission and supervision by the Community Center's staff.
12. The sidewalks, entrances, passages, courts, vestibules, stairways, corridors or halls or other parts of the building not occupied by the lessee shall not be obstructed or encumbered by any Lessee or used for any purpose other than ingress and egress to and from the demised premises.
13. No inflammable, combustible or explosive fluid, chemical or substance shall be brought or kept upon the demised premises. Any usage of candles shall be subject to prior written consent by lessor. Candles must be dripless.
14. At the conclusion of any function, the rooms used, including kitchen, shall be restored to order and shall be cleaned. All trash and debris shall be placed in the dumpster.
15. Wedding rehearsals may be scheduled during office hours only at the convenience of the Community Center. A time cannot be scheduled any sooner than two (2) weeks prior to the function.
16. Chairs and tables set up for patio functions are allowed only if the weather permits.
17. Lessee shall permit no dancing on the carpeted floor areas. Use of the portable dance floor shall be with the prior written consent of Lessor and shall be at such place as lessor in its sole discretion shall decide.
18. Violation of these rules and future rules and regulations shall constitute a breach of the said agreement.
19. The Lessor may, upon request by any Lessee, waive the compliance by such Lessee of any of the foregoing rules and regulation provided that no waiver shall be effective unless signed by Lessor or Lessor's authorized agent. Lessor shall be under no obligation to waive any such rules.