

## JOHN P. MURZYN HALL DECORATING RULES & USAGE POLICY

The lessee is responsible for passing on the information in this usage policy to all people involved with the rental (decorators, DJ/Band, caterer, guests, etc.)

### Decorating

1. A wood decorating board is provided around perimeter of hall (approximately 9' above the floor). Use of tacks, tape, pins, staples, etc. to hang decorations are allowed on this board only (**no tacks, tape, etc. allowed on walls, floors or ceilings**).
2. The six permanent hooks in the ceiling may also be used for hanging decorations.
3. Decorations may not be hung from the sprinkler heads (Fire Code regulation) or from the ceiling tile T-bars.
4. Decorations may not be hung in main (northeast) entrance to hall or in the bathrooms.
5. Decorations may not be hung over exit signs, no smoking signs, fire alarms boxes, thermostats, or emergency lights.
6. Helium filled balloons work well for decorating; they can be taped to the underside of banquet tables, float free to the ceiling or be weighted down with small bags of candy, mints, metal washers, a horseshoe, etc. **The use of sand, birdseed, rice, or similar items to weigh down helium balloons is prohibited.**
7. The lessee should contact the Recreation Department at least one week prior to the rental date to confirm that decorating plans comply with the hall's decorating rules.

### Kitchen

1. The lessee (or caterer) is responsible for cleaning kitchen, dishes and any other utensils used along with taking their trash to the dumpster. Grease may not be dumped down the drain.
2. The lessee is to leave kitchen in the same condition as they found it. If the kitchen is not cleaned properly, forfeiture of the damage/cleaning deposit may occur.
3. Kitchen is not equipped with serving utensils, pots, pans, dishtowels, dish clothes, potholders, etc.
4. **The renter must choose a licensed caterer whenever food is being prepared in the Main Hall of John P. Murzyn Hall.**

### Clean-Up/End of Evening

1. **All left over food and beverages must be removed from the hall at the end of the evening.**
2. The lessee is required to wash down the bar and back bar area. If the bar and bar area are not cleaned properly, forfeiture of the damage/cleaning deposit may occur.
3. The City will provide overall cleaning of facilities and put all tables and chairs away.
4. City ordinance requires the bar to close no later than 12:30 a.m. Everyone (including guests, caterer, DJ/Band, etc.) must be out of the building by 1:00 a.m.

### Miscellaneous

1. **No open flame candles are permitted; flame may not be above glass container (Fire Code regulation).**
2. No supplies are provided for the bar (i.e. towels, pourers, etc.)
3. **Murzyn Hall is a non-smoking facility.**
4. No artificial smoke, bubble or fog machines (may set off smoke detectors/fire alarm and make wooden dance floor very slippery).
5. Food may not be served from the carpeted porch area of the main hall.
6. **No confetti, "silly" string, glitter, rice, sand, birdseed or water balloons allowed in or around the building.**
7. If tables need to be moved, please contact the caretaker for assistance
8. Food carts stay inside (two wheeler available by request).
9. No powders, sawdust or similar materials allowed on the wooden floor.
10. **Absolutely no tape or sharp objects on the main hall wooden floor. Do not drag any objects across the main hall wooden floor.**
11. **Deliveries of supplies or equipment are allowed only during the times listed on the lease agreement. Items may not be dropped off before the rental begins, and items may not be left in Murzyn Hall after the rental ends.** The lessee shall bear all responsibilities and liabilities for deliveries for their event. The City will not be responsible for accepting or unloading any deliveries.
12. The City of Columbia Heights is not responsible for lost or stolen articles. The lessee shall hold the City harmless from any liability whatsoever during the use of the facilities.
13. No food, beverages or other gratuities shall be given to an employee of the City for services rendered.
14. No gambling or gambling devices on the premises without proper license.
15. The lessee shall abide by all rules and regulations of the State of Minnesota, the City of Columbia Heights, the hall's rental policy and the lease agreement. Should any violation occur: 1) Offenders may be removed from the premises; 2) All beer, wine and intoxicating liquor may be removed from the premises; 3) the lease may be revoked and all persons shall be ordered from the premises (without a refund of rental fees).

**I have read and understand the above rules and usage policy (please sign below):**

\_\_\_\_\_

**Date of Event**

\_\_\_\_\_

**Signature of Lessee**