



# JUNIOR LEAGUE OF FORT SMITH

## Exhibit B - Headquarters Rules

1. The facility will open and close for Lessees according to the contracted hours for setup, rental time and checkout. Unscheduled overtime is amount specified in Exhibit A – Fee Schedule.
2. No decorations may be attached to the walls, woodwork, or ceilings and all decorations must be approved in advance by the Junior League President.
3. No tables, chairs or any other furniture or equipment shall be dragged up and down the stairs and/or across the floors. Lessee will be charged for any damages to the building in an amount to be determined by the JLFS.
4. No candles or open flames are allowed on the premises. We suggest using flameless candles instead.
5. Any bar must close and any alcoholic beverages must be secured no later than 15 minutes prior to the ending time of the event. Any band or other entertainment must also stop no later than 15 minutes prior to the ending time of the event.
6. Smoking is prohibited on the premises. Lessee will be subject to an additional charge if he/she and/or his/her guests, employees or agents smoke in the building.
7. No items, e.g., rice, birdseed, bubbles, confetti, glitter, rose petals, fog machines or sparklers may be used on the premises.
8. No verbal agreements will be honored. Any addendum to the Agreement must be made in writing.
9. A representative for the Junior League of Fort Smith will open the facility at the schedule rental time and will be present 15 minutes prior to the end to close the facility. Lessee and any guests must not attempt to arm or disarm the building's security system.
10. The serving of alcohol must comply with all laws and ordinances and Lessee agrees to indemnify and hold harmless the Junior League of Fort Smith for any liability concerning Lessee's serving of alcohol on the premises. Lessee is responsible for ensuring that any serving of alcohol complies with state and local laws and ordinances.
11. Lessee must ensure any use of the JLFS kitchen is done safely and responsibly. Please ensure that you promptly turn off the oven, stove, microwave, and all sinks after use.
12. The Lessor is not responsible for personal property and equipment brought onto the property by the Lessee and/or his/her agents, employees or guests.
13. The Lessee is responsible for moving in and removing all equipment and/or other items from the premises.
14. The Rental Agreement must be executed by the Lessor and Lessee AND the deposit received in order to reserve a date. No date will be held without the executed Rental Agreement and the deposit.
15. The rental time may not exceed 12 midnight except on special occasions, e.g., New Year's Eve, with the prior approval of the Junior League of Fort Smith President.

16. The Lessee is responsible for his/her guests, employees and agents and their observance of all rules and regulations specified by the Lessor.
17. Not abiding by the club rules could result in loss of some or all of the deposit, at the discretion of the Lessor.
18. No smoke machines (Foggers or Hazers). No bubble machines.
19. No beer kegs are allowed on any wooden floors throughout JLFS Headquarters building.

I acknowledge the foregoing rules and agree to abide by and adhere to each listed rule.

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Name of Lessee

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Signature of Lessee:

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Date: