

# LIONS LAKE BANQUET FACILITY RULE AND REGULATIONS

The following is a list of the Lions' Lake Banquet Facility requirements:

1. General clean-up is your responsibility. All spills are to be cleaned up immediately. Floors are to be swept at the end of your event.
2. No solid foods are to be placed in the sink. (Building does not have a garbage disposal)
3. All trash/debris/boxes must be placed in receptacle provided. If the facility is being used for a meeting and an attendant is not required, you are responsible for the removal of all trash.
4. The kitchen is to be left in a clean and well-maintained condition, including the refrigerator, stove, oven and microwave. Food can be warmed NOT PREPARED, there is to be no cooking of food in the building. No food is to be left behind, anything left behind will be discarded immediately following your event.
5. Decorations are limited to freestanding or tabletops; decorations are not permitted on the walls or hung from the ceiling. Tape, tacks, nails, screws, staples, or other surface adhesives or objects that may damage the walls or other Township property are not permitted. **No confetti or glitter is to be used in the facility.** Decorations are limited to inside the building. It is your responsibility to remove all decorations.
6. At no time is standing on chairs or tables permitted. A ladder is available for your use.
7. Set-up and break-down of the tables and chairs is your responsibility not the function of the attendant.
8. All tables are to be clear of all trash at the end of the function. You must use table coverings on all tables. Tables and chairs are to remain inside the building.
9. Rental of the facility is limited to the main room only.

I have read and understand the rules and regulations of the building.

\_\_\_\_\_  
Applicants Name (please print)

\_\_\_\_\_  
Applicants Signature

**FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN THE LOSS OF PRIVILEGES TO USE THESE PREMISES.**