

SCHEDULE A

RULES AND REGULATIONS

1. Building must be left clean with furniture in original places within twenty-four hours of its use.
2. No furniture or chairs shall be dragged over the floor, they must be picked up and moved.
3. The use of alcoholic beverages is not permitted.
4. Food and drinks are not allowed in the assembly area.
5. No objects shall be attached to the walls, ceilings or to the floor.
6. The group utilizing the building shall be responsible for any damages to the building, furniture or fixtures – inside or outside of buildings, which occurs during time of use.
7. No more than 125 persons shall occupy building at one time. “Seating Capacity.”
8. City Hall **must be locked** and key returned the following morning.
9. Use of the assembly area shall be restricted to: a) use by those agencies which are a part or are supported by the city, county, state, and federal governments, and b) non governmental groups, whose members are residents of or property owners of Southport and which provide educational or social services for the common good of the residents and property owners of Southport.

NOTE: The City reserves the right to refuse or cancel any use if deemed necessary to meet city functions.



CITY OF SOUTHPORT FACILITY RENTAL AGREEMENT

The undersigned, as an Agent for the City of Southport City Facility agrees to permit use of said facility to:

FACILITY: _____

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL _____

DATE: _____

TIME: _____

PURPOSE: _____

NUMBER OF PEOPLE _____ FEE \$ _____

The organization using a City facility is responsible for abiding by all the rules and regulations as spelled out in the City Code for such use and will indemnify the City of Southport and hold harmless by providing a Certificate of Liability Insurance. Such Certificate of Insurance will be required for each event. For regular use of City facilities, the organization shall add the City of Southport as an additional insured and provide a Certificate of Insurance stating this addition. Failure to meet the rules and regulations as stated above will be grounds to deny and/or terminate the use of City facilities.

I (we) the undersigned agrees to abide by this agreement, rules and regulations and have supplied the appropriate certificate of insurance indemnifying the City of Southport.

Name Title: _____

Date: _____
City Representative