



BROWN OAKS

Rental Rules and Regulations

Individuals, groups, businesses, organizations and agencies using the building and grounds are guests of Brown Oaks and shall follow its Rules and Regulations.

- Parking shall be permitted in designated areas only. **Do not park on roadway or berm as this is a Fire and Emergency Lane.**
- **The burning of candles or sparklers is not permitted in or around the buildings.**
- **Serving of Alcohol:** Brown Oaks does not have a license to serve alcohol. If alcohol is served, you or your caterer must provide a \$1,000,000 certificate of liability insurance (**30 days prior to the event**) naming Brown Oaks and the City of Summersville as additionally insured. Alcohol may be served in accordance with applicable West Virginia Law. Alcohol may not be served to or by anyone under the age of 21. The sale of alcohol is strictly prohibited. Alcohol shall not be stored on the premises. You are legally responsible for problems or issues that may result from serving alcohol and agree to indemnify Brown Oaks and the City of Summersville harmless from the same.
- The use of smoke and smokeless tobacco products is prohibited within the buildings.
- Furnishings may be rearranged if approved by the House Director. Never drag or shove furniture across the floors, it damages the hardwood flooring and carpeting. Furnishings are never to block doors or doorways and must be returned to their original location immediately following an event. **No interior furnishings are to be taken or used outside.**
- No items belonging to Brown Oaks are to be removed from the property. All broken, damaged or missing items will be charged to the party at its replacement cost.
- Kitchen Use: Counter tops and appliances are to be wiped clean after use. All kitchen items, accessories and equipment shall be washed and dried before returning them to original placement in cabinets. Please do not leave items in the sink or dishwasher.
- After an event, the party renting the facility shall be responsible for the immediate removal of all food, beverages and trash.
- No tape or tacks are allowed on furniture, walls, ceilings or woodwork.
- The building and grounds will be inspected by the Brown Oaks House Director or the Director's Designee immediately following the day's event. If there is no damage or missing items the security deposit will be refunded within 7 days.

The affairs of Brown Oaks is managed by its Board of Directors, having the responsibility for the control and management of the property, its funding and operations as set forth in the By-laws of the Board of Directors for Brown Oaks of the City of Summersville.

Renter's Initials _____