



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 not 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 the problems or issues that may result from serving alcohol and agree to indemnify Brown Oaks and the City of Summersville harm 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. Furnishings are never to block doors or doorways and must be returned to their original locations immediately following an event. **No interior furnishings are to be taken or used outside.**
- Anyone injured in connection with an event, regardless of severity of the injury, must immediately notify the house director and complete the required report.
- 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.
- Kitchen Use: Counter tops and appliances are to be wiped clean after use. All kitchen 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 _____