

*****RULES FOR EASON HALL AUDITORIUM USE*****

APPLICANTS: PLEASE KEEP THIS FORM FOR YOUR REFERENCE

A CERTIFICATE OF INSURANCE IS REQUIRED. ALL RECREATIONAL ACTIVITIES SHOULD REMAIN IN THE AUDITORIUM ONLY!! PLEASE USE ONLY THE ROOMS RENTED FOR YOUR FUNCTION. NO SKATING OR DANCING ETC. IN FRONT HALL. LEAVE NO BLACK STREAK MARKS ON FRONT HALLWAY FLOOR.

No balls or other equipment should be taken into the hallway. **NO SITTING ON TABLES. ANY DAMAGES TO THE BUILDING SHALL BE DIRECTLY CHARGEABLE TO THE USER.**
TABLES & CHAIRS: There are approximately 200 chairs and (36)-6' tables & (11)-8' tables available for Eason Hall activities. WE DO NOT ALLOW THE CHAIRS AND TABLES TO BE TAKEN FROM THE BUILDING.

- **NO STAPLES OR NAILS,**
- **NO TACKS,**
- **NO PINS,**
- **NO TAPE SHALL BE ATTACHED TO THE WOODWORK OR WALLS.**

The Auditorium provides space for many different activities and groups. Each one must share the responsibility for taking care of the facility. If there are any questions or, **if you notice any damages before you begin your function**, (and/or any damage that might occur during your activity), please contact Venn Blakely, Recreation Director, at 326-4243 and leave a message on his voice mail, or please contact the Police Department at 326-3375, located in the rear of the Auditorium. Any damages which might occur during your event will be deducted from your deposit.

KEY: Should be picked up from the Deputy Village Clerk=s Office before 4:30 P.M. on Fridays for weekend usage. Place key in mail slot by front door when finished.

VALUABLES: The Village is not responsible for valuables left here.

LIGHTS: There are two switches just inside the auditorium on the right for the mercury vapor lights. These lights take 10-15 min. to reach full power and same to cool down after turning off. Therefore, DO NOT TURN THE SWITCHES ON AND OFF AND ON AGAIN IN RAPID SUCCESSION. THIS WILL THROW THE CIRCUIT BREAKER OFF. If for any reason one or both rows of lights don=t come on, check the breakers located in the balcony on the back wall of the kitchen. The switches for the balcony lights are numbered 5 & 7 on the panel on the north wall of the Auditorium. All other switches should remain in the same position. When leaving the building, be sure ALL lights are turned off (including restrooms), **EXCEPT the fluorescent ceiling fixtures in the main hallway, (these two lights remain on overnight).**

NO SMOKE OR FOG MACHINES PERMITTED!!

GENERALLY ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN EASON HALL, HOWEVER, PRIVATE EVENTS MAY HAVE HOST LIQUOR LIABILITY WHICH MAY BE INCLUDED WITHIN THEIR HOMEOWNER=S POLICY. A COPY OF THAT CERTIFICATE OF INSURANCE MUST BE PROVIDED TO US IN ADVANCE.

CLEAN UP: Each group using the Auditorium is responsible for properly disposing of their litter (gum, candy wrappers, pop cans, etc...) LEAVE AUDITORIUM AS YOU FOUND IT (i.e. RETURN TABLES, CHAIRS TO THEIR STORAGE AREA).

LOCK UP: Please check side doors of the Auditorium to be sure they are pulled tightly shut. Be sure the front door has been securely locked before leaving the building.

CANCELLATION: If for any reason your group should change their plans and not need the Auditorium at their reserved time, PLEASE contact the Village Office as early as possible so that someone else might use that time period.