

FACILITY RULES AND REGULATIONS
FOR USE OF THE COUNTY ADMINISTRATION CENTER

1. No sign, placard, picture, advertisement, name or notice shall be inscribed, displayed, printed or affixed on or to any part of the outside or inside of any building at the CAC without the prior written consent of the Property Manager. The Property Manager shall have the right to remove any such sign, placard, picture, advertisement, name or notice without notice to and at the expense of Licensee.

2. Licensee shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall that may appear unsightly from outside of any building at the CAC.

3. The sidewalks, halls, passages, exits, entrances, elevators and stairways shall not be obstructed by Licensee, or used for any purpose other than for ingress to and egress from the CAC.

4. The toilet rooms, urinals, toilets, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by Licensee.

5. No furniture, freight or equipment of any kind shall be brought onto the CAC without the prior notice to, and written consent of, the Property Manager.

6. Licensee shall not use, keep, or permit to be used or kept, any foul or noxious gas or substance at the CAC, or permit the CAC to be occupied or used in a manner offensive or objectionable to the County or other occupants of the CAC by reason of noise, odors and/or vibrations. Licensee shall not interfere in any way with other occupants of the CAC, or those having business therein. Nor shall any animals or birds be brought in or kept in or about the CAC with the sole exception of disability assistance animals.

7. No cooking shall be permitted at the CAC without the prior written consent of the Property Manager, nor shall the CAC be used for the storage of merchandise, or washing clothes, for lodging, or for any immoral purposes.

8. If Licensee plans to serve food or drink, Licensee shall submit a written plan to the Property Manager specifying when, how and by whom all areas used are to be cleaned. The Property Manager must approve this plan before Licensee is authorized to serve food or drink. Licensee shall obtain a permit from the County if a health permit is required to serve food or drink. Food or beverage service must not conflict with County contracted food vendors on site at the CAC.

9. Licensee shall not use or keep at the CAC any kerosene, gasoline or inflammable or combustible fluid or other hazardous material, or use any method of heating or air conditioning other than that supplied by the County. No weapons, explosives or fireworks of any kind shall be brought onto or used upon the CAC.

10. Smoking is not allowed within any building nor outside within 50 feet of any door, window or other opening at the CAC. No alcoholic beverages may be served or consumed at the CAC. The Property Manager reserves the right to exclude or expel from the CAC any person who, in the judgment of the Property Manager, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these rules and regulations or the License to which these rules and regulations are made a part.

11. Licensee shall not disturb, solicit or canvass any occupant of any building at the CAC, and shall cooperate to prevent the same.

12. All entrance doors to room(s) within buildings at the CAC that are utilized by Licensee shall be kept closed when the room is not in use, and all doors opening to public corridors shall be kept closed except for normal ingress and egress from the CAC.

13. Outdoor events require the provision of portable toilets at the rate of one per 250 people attending the event. ADA accessible portable toilets must be provided at the rate of 10% of total toilets with a minimum of one. Licensee is solely responsible for providing and removing the required portable toilets.

14. Licensee shall comply with all City, County, State and Federal disability access requirements applicable to a particular event.

15. Any weekend or evening parking in the CAC parking lots associated with a special event shall be paid parking under control of the current County parking lot vendor.

16. Use of any of the facilities inside any building located at the CAC by non-County persons or groups and use of the outdoor public assembly areas at CAC for public protests, vigils or demonstrations is limited to normal business hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays. Use of the CAC parking lots or plaza areas by non-County groups is limited to weekends, holidays and 6:00 p.m. to 7:00 a.m. Monday through Friday.