

EXHIBIT "A"
POLICIES AND PROCEDURES – BAPTISM

Lessor is pleased to offer the Leased Space for rental by Lessee. We encourage private rental activities of great variety and believe that sensible rules are appropriate to ensure the continued good condition of the Leased Space.

Reservations for the Leased Space will be made by Lessor's Facilities Administrator only after the Rental Agreement (including these Policies) has been read and signed by Lessee and the Basic Rent and Security Deposit have been paid in full.

Rental Times

The following times are available for rental of the Leased Space (the Event Period shall fall within these time limits).

Monday – Thursday	9:00 a.m. - 11:00 p.m.
Friday	9:00 a.m. - 1:00 a.m.
Saturday	9:00 a.m. - 1:00 a.m.
Sunday	2:00 p.m. - 12:00 a.m.

ALL RENTALS ARE SUBJECT TO ONGOING PARISH RELATED ACTIVITIES AND ADJUSTMENTS TO THE ABOVE TIMES MAY OCCASIONALLY BE NECESSARY.

Rental Fees

There is a flat cleaning and utility fee of \$100 associated with use of Transfiguration Greek Orthodox Church facilities. There is no rental fee associated with Sanctuary use for a Baptism. The reception and kitchen facilities of Mt. Tabor Hall are available for rental according to the fee schedule below. Rental fees for Mt. Tabor Hall will be waived for any individual who has been a member in good standing of Transfiguration for the last 12 months. Members in good standing are still responsible for submitting the \$100 cleaning and utility fee. A \$50 administration/facility access fee will be assessed if a church administrator needs to be present during your event.

<u>Facilities</u>	<u>Rental Fee</u>
Sanctuary	NO FEE
Mt. Tabor Hall (no kitchen access)	\$200
Mt Tabor Hall with full kitchen access	\$300

Rental fee for Mt. Tabor Hall reception facilities includes the use of tables and chairs.

Security Deposit

A security deposit of \$150 is required for lease of Transfiguration Greek Orthodox Church Facilities. The security deposit is separate from the Basic Rent and is due at the time of the delivery of this Rental Agreement to the Office of Lessor. The security deposit is deposited upon receipt and is refundable under the terms and conditions of the Rental Agreement. The Facility Administrator and the Parish Council of

Lessor have final discretion regarding damages and return of the security deposit. For refund provision in the event of cancellation, see paragraph 4 of the Rental Agreement.

Liability

Lessee agrees to pay for any damage which occurs to the Leased Space, whether such damages are caused by Lessee, its guests, caterers or employees. If damage to the Leased Space occurs, Lessor will notify Lessee as soon as possible.

Lessor is not responsible for anyone injured in or on the Leased Space or for personal property left on or at the Leased Space.

Parking

Parking is allowed only in areas designated by Lessor and will be strictly enforced. Valet parking may be used and Lessee is responsible for all costs associated with such valet parking. Cars parked illegally or left on the Center Premises may be towed at the owners' expense. **Under no circumstances will Lessee allow vehicles to park in front of or otherwise block the entrance to the adjacent military facility.**

Entertainment

All types of music are allowed subject to the terms and conditions of the Rental Agreement. Portable pianos, organs and small amplifiers are permitted inside the Center Premises. Amplified music may not be played outside the Leased Space.

Food/Beverage

Champagne, wine, beer and liquor may be served in the Leased Space. No kegs of beer are allowed. Cash bars are allowed. Lessor will not provide any liquor license. Lessee must comply with any State or local laws regarding the dispensing and consumption of alcoholic beverages.

Decorations

Interior furnishings (including plants, furniture, equipment, displays, wall decorations, etc.) may not be used outside the Leased Space. Floral arrangements and decorations should be assembled before being brought to the Leased Space, if possible. Nothing may be attached to or suspended from the ceiling. Lessee is responsible for leaving the Leased Space in it original condition. No tacks, staples or screws or hooks of any kind may be used on walls, floors, furniture or carpet.

General

THE LEASED SPACE IS SMOKE FREE. SMOKING IS PROHIBITED INSIDE THE LEASED SPACE AND LESSEE WILL FORFEIT A PORTION OF ITS SECURITY DEPOSIT IF SMOKING OCCURS INSIDE THE LEASED SPACE.

Occupancy limits are dictated by legal limits set by the Fire Department. Exits should remain clear at all times.

Guests are not permitted in the Office or Classroom areas of the Premises.

Animals are not permitted in or on the Premises at any time, other than seeing eye dogs.

Clean Up

1. **All garbage must be removed from the premises at the conclusion of your event.**
2. Please leave the rental property area (including sanctuary, hall, and kitchen if applicable) in an orderly fashion upon the conclusion of your event. **Chairs and tables (including Sanctuary seating, if applicable) should be wiped clean and straightened at the conclusion of your event.**
3. If you are using the kitchen facilities, please ensure that all dishes and small appliances have been cleaned and returned to their proper places, and that appliances (i.e., stove, coffee machine, etc.) have been turned off.

Failure to fulfill any of the above obligations will result in forfeiture of your security deposit.