

# Historic DeKalb Courthouse

## House Rules

1. No Smoking inside the building.
2. Renter/Caterer is responsible for clean-up which includes proper handling/stacking of tables and chairs; checking restrooms, porches, and entrances for trash; wiping up all spills; and removing all items related to the function from the premises. Renter/Caterer guarantees that the facility will be restored to its original condition following the event. All components of the facility must be in working order and free of damage.
3. All trash must be removed from the premises. Renter/Caterer must supply large trash cans and trash bags for garbage removal. We do NOT have a dumpster.
4. The DHC catering kitchen is a warming kitchen only. The use of fryers or any other external equipment requiring ventilation is prohibited.
5. All walk-throughs/visits must be scheduled with the DHC rental coordinator.
6. Renter/Caterer is responsible for all set-up & break-down including all tables & chairs.
7. DHC is not responsible for any items left behind.
8. Unless additional hours are purchased, the renter has an 8 hour time block.
9. Our building attendant is required to be onsite during the entire rental period. The attendant will open and close the building and set the alarm.
10. A Police Officer is required whenever alcohol is served. DHC will arrange for a uniformed off duty Police Officer; this fee is \$35 per hour (3 hour minimum).
11. Nothing may be stapled, taped, screwed, or nailed to the walls or doors.
12. All candles must have enclosed flames. Votives and hurricanes are acceptable.
13. No confetti, rice, glitter or hand-held candles may be used. Birdseed, bubbles, and sparklers may be used outside only. Please distribute to guests outside the building and provide buckets of sand for sparkler disposal. All sand buckets must be disposed of off-site.
14. Note the location of all Fire Extinguishers.
15. Alcohol is permitted. Compliance with state and local laws is the sole responsibility of the Renter.
16. A Wheelchair accessible entrance is located in the basement. Wheelchair accessible restrooms are located in the lobby.
17. Do not overload the Elevator; capacity is 2,000 lbs. Do not drop, sweep, or spill items near the elevator. Dropping debris or liquid into the gap between the elevator and the floor will damage the operating equipment.
18. The piano may be used but must remain in alcove. Renter is responsible for tuning.
19. Use of the building applies to indoor use only. DHC has no responsibility for or control over the exterior, which is public space.
20. HAVE FUN!

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**Signature**

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**Date**

*Effective 1.1.16*