

# 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. We do not have a dumpster. Renter/Caterer must supply large trash cans and trash bags for garbage removal. No trash in outside cans!**
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 a 4 or 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 \$50 per hour (3 hour minimum).
11. **Nothing may be attached to any surface inside or outside the Courthouse. Including (but not limited to) command hooks, tape, adhesive of any kind, screws, or nails. NO ADHESIVE!**
12. All candles must have enclosed flames. Votives and hurricanes are acceptable.
13. **NO SPARKLERS**, confetti, rice, glitter, or hand-held candles may be used inside OR outside.
14. Alcohol is permitted. Compliance with state and local laws is the sole responsibility of the Renter.
15. A Wheelchair accessible entrance is located in the basement. Wheelchair accessible restrooms are located in the lobby and upstairs.
16. 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.
17. The piano may be used but must remain in alcove. Renter is responsible for tuning.
18. Use of the building applies to indoor use only. DHC has no responsibility for or control over the exterior, which is public space.
19. **The DHC does not provide WIFI.**
20. Weekday weddings (9am-3pm) are limited to 25 guests unless additional purchased.
21. DHC does not provide any carts or dollies.
22. Renters agree to follow the policies & procedures outlined in the Facility Information Packet.

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Signature

\_\_\_\_\_  
Date

*Effective 4.26.23*