

NEUTRAL ZONE

FACILITIES RENTAL POLICIES

Neutral Zone use of the facilities shall take precedence over any other use. Non-Neutral Zone events may be scheduled up to one year prior to an event. Use of space is restricted to contracted times and space(s) contracted. Failure to adhere to rental policies will result in the loss of security deposit and may result in further action.

Accessibility: The Neutral Zone is wheelchair accessible. On the Fifth Avenue entrance, there is one handicap parking space and an accessible doorway. The upstairs is not wheelchair accessible. Please contact us to make accommodations for your event.

Audio Visual Fees: The Neutral Zone has an audio system for use that must be operated by our trained sound engineering staff only. The fee for the use of our audio system is \$100. Agreement Signers may provide additional audio-visual equipment.

Certificate of Insurance: Neutral Zone requires each individual or group using the facilities to sign a liability waiver indemnity agreement, releasing Neutral Zone from all loss or damages on account of injury to the person or property of that person that may be incurred while using our facilities. If the event is catered, the caterer must provide Neutral Zone a copy of their liability coverage certificate.

Children: Events involving young people must be adequately supervised by a minimum of one adult for every twenty children. Children are not permitted to roam freely in the building unsupervised.

Decorations: Decorations may be placed during your rental time. It is not permissible to remove any wall hanging from any room in the building. It is also not permissible to move pool tables, sound system, arcade, jute box, or foosball table or computers. Decorative items must be discussed and approved in advanced. All decorations must be removed by the Renter when before the rental completion time.

Fire Safety: Fire escape routes are posted in each room. These routes and traffic lanes shall remain open and unimpeded. Fire extinguishers are located around the venue and clearly marked.

Kitchen Use: If you would like to use the Neutral Zone kitchen, you must obtain prior written approval. If approved, the use of a kitchen is included in your rental fee. This includes the use of ovens, sinks and stoves. Due to the lack of space, the use of the refrigerator is not permitted. Renters must clean the kitchen after use and return it to at least the state in which it was found. Failure to do so may result in the forfeiture of the security deposit.

Lost/Stolen Property: Neutral Zone is not responsible for any lost or stolen property.

Parking: There is one handicap and 4 parking spots available on the premises. If you wish to use these spaces, please let us know at the time you submit your rental application and we will attempt to accommodate the request. For guest parking, there are 2 parking structures within 3 blocks and there is a small drop-off area on the corner of Fifth and Washington.

Set Up and Clean Up: Basic set up, moving and removal of fixtures and furniture, including tables and chairs must be done by the renter.

- € Set-up and removal of any decorations and table settings;
- € Picking up any food that falls on the floor and wiping up any liquid that spills on the floor;
- € Removal of all table trash and left-over food and place in the waste baskets;
- € Empty all waste baskets and place trash bags in the trash cans located outside the back of the building;

Any damage incurred during the rental or clean up not completed may result in forfeiture of the security deposit.

Smoking: There is no smoking anywhere on our property. That includes the parking lot behind the B Side.

Staff: A staff member dedicated to your event is provided in the rental fee. Should you require additional staff, a fee of \$25/ hour applies.

Storage: There is no storage available at Neutral Zone before or after your rental.

Termination of Rental Agreements: At any point during a function, an agent or employee of the Neutral Zone may terminate an event before a scheduled ending time at his or her discretion without rescheduling the event or refunding the rental fee. Possible reasons for termination include but are not limited to: violence, vandalism, drug or alcohol use, refusal to comply with any part of the rental agreement, violation of any City, State or Federal law.

Ticketed Events: Ticketed performances of any kind are prohibited. If you would like to inquire about using the space for performance, please contact our B Side Promotions program at bside@neutral-zone.org.

Weapons: Firearms, weapons and explosives are prohibited in the building and on Neutral Zone's property. This policy applies to any individual present on Neutral Zone's property, including staff, employees, members, guests and visitors regardless of whether such person has a concealed weapons permit.