

# **RULES & REGULATIONS FOR FACILITY RENTERS**

UPDATED: 2014.05.28

## **1. Hours of Operation**

- a. Events after 9pm are considered after hour and an after-hour fee will apply.

## **2. Permitted Use**

- a. You may use the space for only the purpose set out in the Facility Rental Agreement.

## **3. No Solicitation**

- a. You (including your employees and agents) must not solicit business in The Stage New Westminster common areas and parking areas.
- b. You must not distribute any flyers or advertisement in The Stage without prior written approval from The Stage manager.

## **4. Security**

- a. Security for your space and its valuables is your responsibility.
- b. Please report any suspicious activities to The Stage manager immediately.

## **5. Safety and Conduct**

- a. The Stage has the right to exclude any person or group who is obstructing, hindering, or harassing customers, or who is negatively affecting the operation of The Stage and tenants' businesses.
- b. The Stage is a smoke-free facility including common areas, service areas and stairwells.
- c. The consumption of alcohol is permitted in licensed premises only.
- d. Pets are not permitted inside The Stage, except for service animals aiding the physically challenged.

## **6. Clean Up and Recycling**

- a. You are responsible for placing waste material into the appropriate garbage receptacles in the garbage and recycling bins.
- b. Cardboard boxes must be flattened.
- c. At the end of the rental period, you must return all The Stage furniture to its original location. You must remove all your furniture.
- d. If studio is left in a state deemed unacceptable, a \$50 cleaning surcharge might apply.

## **7. Accidents and Defects**

- a. If you see an accident or incident, please report it to The Stage manager immediately.
- b. If you break a fixture or notice an equipment defect, please report it to The Stage manager immediately.

## **8. Insurance**

- a. It is strongly recommended that all renters secure commercial general liability insurance, tenant's legal liability insurance, or some other form of insurance to protect themselves and their clients while on the premises. If you do not choose to purchase insurance then the you acknowledge that it has been advised to obtain independent legal advice and understands that there are risks associated with operating in our Studios without insurance.

## **9. Key Policy**

- a. The Stage will lend building keys to long term renters, however there is a four class probationary period. Once the probationary period is over, keys to the building and studio will be handed over.
- b. Under no circumstances are renters to enter the building outside their scheduled rental time. Failure in following this rule could result in the loss of key privileges and the possibility of contract termination.
- c. Keys must be returned to The Stage at the end of the rental contract. Failure to do so, or a loss of keys during the contract period will result in the renters being charged the cost of the changing of the locks.