

## LEASE ADDENDUM--BUILDING USE RULES AND REGULATIONS

### ST. MARY'S EPISCOPAL CHURCH

1. The Building shall not be used for any unlawful purpose and users shall comply with all laws, rules and orders of all governmental authorities and all insurance requirements while using the Property.
2. Users shall not store anything in the common areas or obstruct any entrance, exit, corridor or stairway.
3. No animal or bird shall be allowed in the Building other than a trained service animal in the company of its owner.
4. The entire Building is smoke free. Smokers who go outside the front entrance to smoke must not use the flower beds or the lawn for discarded smoking materials.
5. No illegal drugs of any kind shall be permitted in the Building. No alcoholic beverages may be kept or served in the church building except in accordance with the Church's policy concerning the same and subject to express authorization of the Rector.
6. No firearms, ammunition or explosive materials are allowed on church property.
7. No candles, matches, torches or open flames are allowed in the Building without prior approval of the Church.
8. No flammable or combustible material or any unreasonably excessive accumulation of materials that may be deemed by the Fire Marshall to be a fire hazard shall be kept or stored in or about the church property.
9. The front entrance on Laurel Avenue is the main entrance for regular use. The Laurel Avenue entrance should remain locked except during major events and weekdays when a church staff person is present. Users should not attempt to use any of the other doors.
10. The last person to leave a room should turn off the lights. This includes restrooms.
11. Building users are not permitted to stay in the church building overnight.
12. Do not adjust thermostats in the Building without instructions and permission from church staff. No electric space heaters are permitted the Building.
13. The Building is partially air conditioned. When air conditioning is off, the only windows which may be opened for ventilation are the casement windows with cranks. Do not attempt to crank out any window unless both top and bottom latches are released. Failure to unlock both latches will permanently damage the mechanism. Be certain that any windows you open are closed before you leave the building.
14. Return all furniture to its original position after each use.
15. The Church is not responsible for loss or damage to property brought into or left in the building. Care should be taken to prevent loss or damage to property due to theft, inadvertence or negligence.
16. Children must not be left unattended or unsupervised in the building. Children are not permitted to touch the PA system, the organ, any of the pianos in the Building or the play equipment in the Undercroft (gymnasium). For insurance and security reasons children must not be allowed to play in the lower level Undercroft. The toys and play equipment in the Undercroft are not the property of St. Mary's; they belong to the Jean Lyle Children's Center. The second floor nursery is not available for building users unless arrangements have been made in advance through the church office. Children in the nursery must have adult supervision. The

supervisor is responsible to straighten and clean the space upon departure.

17. Building users should stay within spaces assigned and the associated common areas. Classrooms (including the nursery), office spaces, kitchens and music rooms, as well as the Undercroft should not be entered unless prior arrangements are made.

18. The sanctuary (architecturally, the main interior part of the church where the congregation sits during worship services is called the “nave”) is open to visitors at all times; however, casual visits must not disturb music lessons, rehearsals or other church activities taking place.

19. Building users are not to conduct any business involving the sale of goods from inventory kept or displayed on the church property without express authorization from the Rector.

20. Open food and beverage containers, food scraps, trash and garbage must be disposed of in trash receptacles provided. Recyclable materials should be placed in marked receptacles for such materials as may be provided in the building by the Church.

21. If a Building user is authorized to use kitchen facilities, the user must keep the kitchen in clean and orderly condition and shall comply with any instructions and regulations as may be posted by the Church in the kitchen area. User shall be responsible for providing its own food and beverage items and disposable kitchen supplies and shall remove all such items after each use. All plates, glasses and eating utensils shall be cleaned and returned to their normal storage locations after each use. All kitchen equipment, countertops, and tables shall be cleaned and the floor swept and mopped if necessary.

22. The Church reserves the right to enter each and every space within the Building at all times for the purpose of inspection, cleaning or making any repairs, alterations or improvements.

23. The Church may amend these Rules and Regulations at any time to maintain the safety, care and preservation of good order in and about the Property. Such amendments shall become effective upon publication.