

PROCEDURES FOR USE OF LA-Z-BOY CENTER

The La-Z-Boy Center for Business Training and the Performing Arts is owned and operated by Monroe County Community College for the primary purpose of serving as an educational and cultural resource for the College and its service area. The facilities are available for use on an individual program rental basis to all individuals, organizations, and corporations on a non-discriminatory basis for purposes that are compatible with the educational and community service goals of Monroe County Community College and in accord with its public image.

I. Usage of the La-Z-Boy Center

Reservations, scheduling of events, and billings are the responsibility of the Corporate and Community Services Division. This Facility Usage Procedure is part of the College's Facilities Reservation Permit for the La-Z-Boy Center and the rules herein listed must be adhered to absolutely by Lessees of the La-Z-Boy Center. The aforementioned Facilities Reservation Permit and this Facility Usage Procedure are the only agreement between the parties relative to the La-Z-Boy Center, and no oral statements or other written matter shall have any force or effect. In addition, users of the La-Z-Boy Center are subject to the rules and regulations of MCCC, as well as all applicable federal, state, and local laws, ordinances, and statutes. Each permit to use the La-Z-Boy Center shall be considered a one-time contract, and no obligation on the part of MCCC for continuing or recurring use shall be construed. It shall be the responsibility of the Lessee to completely inform the proper agents or employees of Lessee concerning these rules and regulations.

A. Facility Scheduling

Reservations for the Meyer Theater only, may be accepted 12 months in advance of the event. Priorities for the use of the La-Z-Boy Center are assigned in the following fashion:

1. College Usage

- a. Use of the facility by Monroe County Community College to provide professional entertainment, cultural enrichment programs, and business training programs.
- b. Programs sponsored or co-sponsored by Monroe County Community College (such as lectures, seminars, concerts, plays, recitals, graduations, etc.).

2. Community Usage

- a. Productions, training programs, and other uses by schools, governmental units, and non-profit organizations.
- b. Use of the facility by organizations involved in profit making activities.
- c. Use of the facility by individuals.

B. Approval of Facility Usage and Facilities Reservation Permit

Sponsors must check with the Corporate and Community Services Division Office for tentative approval and hold on dates for desired program. The College will accept tentative dates from community organizations for the next academic year beginning on or near March 15. The representative of the sponsoring organization and a College representative will discuss in detail the programming involved. If usage is acceptable under operating policies, a College

representative will prepare an estimated cost of the program and prepare and send to the sponsoring organization copies of the Facilities Reservation Permit for signature. All copies are to be returned to the College, whereupon one counter-signed copy of the agreement will be returned to the sponsoring organization. MCCC reserves the right to withhold the use of its facilities in any case where in its judgment there is an unacceptable risk of personal injury or damage to College property, or the use is inconsistent with College policies or the intended purpose of the facility. The College may refuse to rent the facility to any organization or individual for any reason, including but not limited to: scheduling conflicts, College priorities, or contents of a performance deemed inappropriate by the College. Any program, exhibition, or performance containing adult language and content must be clearly stated in all advertising.

C. College Closing of Facility

The College reserves the right to be closed during legal holidays and other College designated closings, both scheduled and unscheduled, such as those resulting from inclement weather. Facility usage scheduled during facility closing periods may be subject to premium rental fees and overtime compensation for personnel. If applicable, the College will inform Lessee of overtime compensation prior to execution of the Facilities Reservation Permit.

D. Professional Act Contract Review

In the event professional talent is utilized as a whole or part of the program, the Lessee certifies and attests that they have a valid, properly executed, and compatible contract with the performers whose services form the basis for their desire to rent the facility. The Lessee shall submit to Lessor upon demand a copy of said contract and technical rider with the Lessee to inform the talent management of any or all regulations and restrictions specified in this Facility Usage Procedure.

II. Basic Provisions

A. Lessee Accepts Facility As Is

Lessee agrees to leave building and equipment in same condition, less normal wear and tear. Lessee agrees to pay on demand for all damages or injury done by Lessee or patrons to the facilities, and the College may apply the deposit and Ticket Office receipts (if deposit is not sufficient) for damages or injury, notice thereof having been given to Lessee.

B. Services Provided

The College shall provide the lessee space(s) with heat, air conditioning, house lights, customary janitor service, normal stage equipment inventory such as lights, curtains, spotlights, etc., depending on the requirements of the event(s). All additional services are the responsibility of the lessee and, if provided by the College, are subject to the College's posted fee schedules. Lessee shall furnish the College with detailed technical requirements not later than three (3) weeks prior to the beginning of the rental period.

C. Concurrent Use

The College reserves the right to conduct normal business and to rent other parts of the facility at the same time as the rental of said premises to the Lessee.

D. Sublet/Use of Facility

Lessee may not sublet any rented space(s), or in any way assign the rented space(s) to any other person or organization. Lessee may not utilize the rented space(s) for any purpose other than that which is specified in the agreement.

E. MCCC Right to Enter

The La-Z-Boy Center building and premises, including keys thereto, shall, at all times, be under the control of the College. The La-Z-Boy Center staff, MCCC Maintenance Department, and MCCC Campus Security shall, at all times, have the right to enter any and all areas occupied by the Lessee. The presence of MCCC Campus Security during an event for which a Facility Usage Agreement has been issued does not in any way diminish the Lessee's responsibility to pay for damages to the facility or to equipment contained in leased premises when damages occur in conjunction with the event. Lessee may, at its option and expense, request additional MCCC Campus Security personnel for the express purpose of guarding equipment owned by or under the control of the Lessee. However the presence or lack of additional security personnel shall not alter the fact that the College, under the terms of the Facilities Reservation Permit, assumes no liability for the loss, theft, or damage to the property of the Lessee or the Lessee's exhibitor.

F. Indemnity Disclaimer

The Lessee shall indemnify and save and hold harmless Monroe County Community College, its Board of Trustees, officers, agents, and employees from and against any and all claims, demands, actions, or clauses of action, costs and penalties of any nature or character arising out of or relating to the performance or nonperformance of the rights, duties, and obligations arising from Lessee's use of the La-Z-Boy Center, including by way of example only and not of limitation, any royalties, fees, fines, and or penalties required to be paid in accordance with applicable copyright laws or any copyright license agreement; right of privacy, or other common law right of person, firm or corporation; the defamation of any firm, person or corporation; any loss and/or damage to the La-Z-Boy Center caused in part or whole by the Lessee and/or patrons of the Lessee's event; all claims, losses and damages of any kind or nature arising from or in any way connected with this agreement.

G. Public Liability Insurance

Lessee shall cause to be issued and be effective for the period of any activity covered under this agreement a policy of general public liability insurance drawn by an insurance company licensed to do business in the State of Michigan insuring against claims for personal injuries or death or damage to property occasioned by accident occurring upon, in or about College premises which is in any way related to the performance or activities associated with the performance or to the Lessee's occupancy hereunder. MCCC and Lessee shall be named as co-insured on said policy. Such policy of insurance shall provide coverage in the amount of not less than Five

Hundred Thousand Dollars (\$500,000) for injury or death to any one (1) person and One Million Dollars (\$1,000,000) for injury or death to any number of persons arising out of any one (1) accident or occurrence and not less than One Hundred Thousand Dollars (\$100,000) for property damage arising out of any one (1) occurrence. As proof of insurance, a certificate of insurance shall be placed on deposit with the Lessor not later than ten days before the first performance. Receipt of the required certificate of insurance on or before the required date is a condition precedent to the Lessor's ability to perform any and all obligations under this lease. The obtaining of insurance shall not in any way relieve Lessee from any of the obligations, liabilities, assumptions, responsibilities, or other contractual duties referred to in this Facility Usage Procedure, regardless of the coverage mentioned in such insurance or in terms of the policy or policies involved.

H. Compliance with Laws

Lessee shall obtain and pay for all necessary permits and licenses, and Lessee agrees that every person connected with the Lessee's use of the said auditorium and/or grounds and parking areas shall abide by, conform to, and comply with, all federal, state, and local laws, as well as, all rules and regulations of Monroe County Community College for the government and management of said auditorium and/or premises with the consent or invitation of Lessee, and said Lessee will immediately desist from and correct such violation.

I. Licenses/Permits/Copyrights

The Lessee shall obtain and pay the fee for all licenses and permits necessary to conduct operations specified by this agreement. The Lessee will assume all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights used on or incorporated in the event. Lessee agrees to indemnify, defend and hold harmless the College from any claims or costs, including legal fees, which might arise from the questioning of use of any such material described above. The College may require evidence of such licenses being in effect, such as ASCAP, BMI, and SESAC, etc.

J. Discrimination

The Lessee understands that Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, national origin, or ancestry, age, sex, marital status, or disability in any program or activity for which it is responsible.

K. Public Safety

The Lessee shall neither encumber nor obstruct the sidewalk in front of, the entrance to, halls, stairs, lobbies, audience areas, emergency exits and/or aisle ways, nor allow the same to be obstructed or encumbered in any manner. Under no circumstances may Lessee authorize or participate in any picket or protest on College property during the duration of the La-Z-Boy Center Facilities Reservation Permit. Stage areas in use pose unique dangers to anyone not familiar with the technical aspects of the production. For this reason, patrons or other non-stage personnel are to be discouraged from being on stage or in the wings at all times.

L. Compliance with Fire and Safety Codes

Lessee agrees not to bring onto the premises any material, substances, equipment, or objects which are likely to endanger the life of, or cause bodily injury to, any person on the premises or which is likely to constitute a hazard to College property. The College shall have the right to refuse to allow any such material, substances, equipment, or object to be brought on the premises and the further right to require its immediate removal from the facility. All sets, costumes, props, flash-pots, laser lighting equipment, and any other materials used by the Lessee must conform to all existing fire and safety codes. No flammable materials will be permitted to be used as decorations. Open flames and gasoline vehicles are not permitted. The La-Z-Boy Center Technical Director must approve the safety of all scenery, decorations, and equipment. The Technical Director has the right to refuse any and all scenery, decorations, and equipment he/she believes is unsafe.

M. Safety and Security Personnel

The College may require Lessee to provide security personnel and police and fire protection during Lessee's use of the premises, and all costs and expenses of providing such protection shall be the responsibility of the Lessee.

N. Interruption or Termination of Event

The College shall retain the right to cause the interruption of any event in the interest of public safety and/or protection of College facilities and equipment, and to likewise cause the termination of such performance when, in the sole judgment of the College, such act is necessary in the interest of public safety. Should it become necessary in the judgment of the College to evacuate the premises because of a bomb threat, fire, or for other reasons of public safety, the Lessee when the premises is re-opened, will retain possession of the premises for sufficient time to complete presentation of activity without additional rental charge providing such time does not interfere with another Lessee or College program. If at the discretion of the College, it is not possible to complete presentation of the activity, rental charge shall be forfeited, prorated, or adjusted at the discretion of the College based on the situation, and the Lessee hereby waives any claim for damages or compensation from the College. If event is rescheduled at a mutually convenient time, Lessee will pay normal rental charges but will not have to pay any additional fees or charges and the Lessee will hereby waive any claim for damages or compensation from the College.

O. Cancellation Due to Special Circumstances

The College shall have no liability to Lessee for failure to perform any terms or conditions of the facility usage if such failure is attributable to labor difficulties, strike, civil disturbances, or tumult, or any other activities (whether or not the conduct of any party to such dispute or controversy, or of any participant therein, is deemed or held by final order to be reasonable, lawful or unlawful), fire, accident, power blackouts and/or reduction, loss of other utilities, epidemics, war conditions, acts of terrorism, acts or regulations of public authorities, acts of God, force majeure, or any other causes, similar or dissimilar, beyond the control of the College.

P. Cancellation by Lessee

In case of cancellation by the Lessee, it shall be the responsibility of the Lessee to make reasonable public announcements, at Lessee's expense, as soon as possible concerning the cancellation. The College reserves the right to make such announcements at the cost of the Lessee.

Cancellation of events in the Meyer Theater at least 60 days prior to the event may receive a full refund of any advance deposit. Cancellations of events in the Meyer Theater with less than 60 days notice are non-refundable.

Q. Objectionable Persons

The College reserves the right to eject or cause to be ejected from the premises any objectionable person or persons. The College or any staff person shall not be liable to the Lessee for any damage that may be incurred through the exercising of such right by the College. The term "objectionable persons" shall include (but not be limited to) persons who by virtue of disorderly conduct, disruptive behavior, violation of College policies, city, state, or federal law, make the normal conducting of business or performance of an event, or the enjoyment by others of the event, difficult or impossible.

R. Court Action

If any court having jurisdiction thereof shall find any portion of this Facility Usage Procedure invalid, such invalidity shall not affect any other section or provision or portion of this Facility Usage Procedure. The College and the Lessee agree that the provisions of the Facilities Reservation Permit, of which this Facility Usage Procedure is considered an integral part of said agreement, are to be severable in the event of any judicial determination of partial invalidity.

S. Right to Alter Facility Usage Procedure

The College may change, alter, amend, or delete any and all of the articles and/or sections of this Facility Usage Procedure at any time without prior notice.

III. Fees and Charges

Fees for space, equipment, and human resources will be charged in accordance with College Procedures 6.18(a), II., Fees and Charges.

A. Facility

Facility performance rental rates include up to eight hours in facility or two performances during the eight-hour rental period. Additional time and/or performances will be subject to additional fees as detailed in the Fees and Charges section. Multiple performances must be scheduled with a minimum of one (1) hour between the end and beginning of each performance. Rehearsal rental rates, when available, include basic auditorium facilities including the stage, dressing rooms, and audience chambers. Performance rental includes areas listed above and usage of the atrium/lobby. Other areas of the facility are subject to additional charges. Please note all rentals are subject to both facility and personnel charges.

B. Advance Deposits

A non-refundable deposit equal to 25 percent of the estimated total rental fee shall accompany the signing of the Facilities Reservation Permit. If Lessee cancels program within 60 days prior to scheduled event, Lessee shall forfeit said deposit. If Lessee cancels program prior to 60 days before scheduled event, deposit shall be refunded. If College cancels program, deposit shall be refunded to Lessee.

C. Damage Payments

The Lessee shall be liable for any loss or damage to the La-Z-Boy Center, the La-Z-Boy Center equipment, equipment belonging to professional talent brought in by the Lessee, or equipment rented or leased by the College on behalf of the Lessee. If the facility is damaged or extra cleaning is required over and above the normal as determined by the College, after usage by a Lessee, Lessee shall be charged accordingly.

D. Outside Services Surcharge

The College is not responsible for procuring any goods or services needed by the Lessee, unless otherwise stated in these procedures.

E. Open Rehearsals

Any rehearsal at which more than fifty (50) non-production personnel are in attendance will be considered a performance, and an additional rental fee and/or house staff fees may be charged.

F. Late Closing Hour

The Facilities Reservation Permit will contain the latest closing hour for the event. At this hour, the College Liaison will decide whether to clear the La-Z-Boy Center and close the building or allow the event to continue. If the event is allowed to continue after this time, the sponsor will be responsible for payment of not only the extra wages for all personnel, but also two hundred fifty dollars (\$250) for each hour or portion thereof for which the building must be kept open.

G. Final Statement

Following an event, the College will send Lessee an itemized statement. Lessee is responsible for paying all obligations within thirty (30) days of receiving itemized statement.

IV. House/Performance

A. Lessee Representative

At the time of execution of the Facilities Reservation Permit, Lessee will furnish to the College the name, address, and phone number of the Lessee's representative. This representative will then be the sole person authorized to make decisions or to negotiate with the College. This representative, who must be present at each performance, will then be the sole person authorized to resolve problems and conflicts or to negotiate any alterations in performance procedure with the La-Z-Boy Center staff. This representative will be fully authorized to act for and execute documents on behalf of the Lessee.

B. The La-Z-Boy Center Representative

The College will furnish at each performance a College Liaison. The authority of the College Liaison, in coordination with Lessee, is absolute with regard to times of opening the Lobby, the House, start of program, length of intermission, safety of staff and audience, and protection of the facility.

C. Facility Usage Times

All load-in, set-up, and load-out of equipment is the responsibility of the Lessee. Lessee agrees that the load-in, set-up, and load-out shall be at times as specified in the Facilities Reservation Permit. In the absence of such specifications all load-outs shall take place immediately following the event. Should Lessee fail to perform at the time(s) specified, Lessor may remove and store all such equipment or property at Lessee's expense and risk. Lessee shall also be liable for any other loss or damage sustained by Lessor due to Lessee's failure to perform at time(s) specified, including performance and rehearsal times. All load-in, set-up, and load-out of equipment outside of the times specified in the Facility Usage Agreement will be billed to Lessee in accordance with College Procedure 6.18 (a), II. Fees and Charges.

D. Capacity

A larger number of persons than can safely and freely move about in the authorized areas shall not be admitted to the facilities. Determination of this number shall be the decision of the College in accordance with state and local law.

E. Public Opening of Facility

Lobby doors open to the public for all the La-Z-Boy Center programs one hour prior to performance time stated on the Facility Usage Agreement. Auditorium doors will be opened to audience approximately thirty (30) minutes prior to curtain time. Any alteration of this policy must be arranged in advance with the College.

F. Public Areas

Lessee agrees to abide by the discretion of the La-Z-Boy Center College Liaison concerning activities, dress, etc. of those persons acting on behalf of the Lessee in public areas.

G. Seating for the Physically Challenged

Equipment is not allowed in spaces designated for wheelchair seating.

H. Seating on Stage

The Lessee will not permit or cause to permit seating on the stage, stage wings, or in the aisles. The sole exception to this restriction is when the audience is a planned and integral part of the action. The La-Z-Boy Center Technical Director must approve such action in writing. If stage seating is approved, Lessee may be subject to additional charges for set-up.

I. Smoking

The La-Z-Boy Center is a smoke-free facility in accordance with College Policy 6.20, Smoking and Tobacco Use. Smoking on stage is allowed only when specified in the script. The La-Z-Boy Center Technical Director must be notified at least thirty (30) days in

advance of the event if the script calls for smoking or use of any fire, so that he/she may institute the necessary fire precautions. Any violation of this regulation by Lessee, performers, or Lessee's patrons will result in damage charges of five hundred dollars (\$500) per incident and can be considered cause for the ending of the event and clearing and closing of the facility.

J. Collections

No collections, donations, or solicitations of money or goods of any kind, whether for charity or otherwise, shall be made or attempted on College premises without the prior written permission of the College.

K. Lost Articles

The College shall have the sole right to collect and to have custody of articles left in the La-Z-Boy Center by persons attending events presented in the La-Z-Boy Center. Lessee and any other persons in a Lessee's employ or control shall not collect nor interfere with the collection or custody of lost articles. All lost articles will be in our Ticket Office located in the lobby. Where lost articles can positively be identified to be the property of the Lessee or its employees or others under its control, the College will make every effort to reunite lost articles with their owners; provided, however, that the College will not be responsible for incurring any costs for shipping lost articles to the owners. After a reasonable period of time (not less than thirty [30] days), all unclaimed articles shall become the property of the College to do with or dispose of, as the College deems appropriate.

L. Parking

It is further agreed and understood that the Lessee, its agents, employees, and patrons will be subject to all College traffic and parking regulations and all local and state regulations. Only vehicles used for transportation of scenery, equipment, props, etc., will be allowed to park in the loading dock area. No parking is permitted in the scene shop.

M. Broadcast Rights

The College reserves all rights and privileges for outgoing radio, television, and web broadcasts originating from the La-Z-Boy Center during the term of this agreement. Should the College grant to Lessee such privilege, the College has the right to require advance payment of any estimated related costs to the College and may also require payment for said privilege in addition to rental fee. Such permission must be obtained in writing thirty (30) days in advance of broadcast or event date whichever is sooner.

N. Recording Release

Lessee agrees that no recording, either visual or audio, of any kind will be made of the event covered by this agreement without prior written approval by the College.

O. Food and Beverage

Food and beverage is prohibited in the La-Z-Boy Center except as follows.

1. Food or beverage consumed on stage as called for in the script.
2. As part of an approved reception in a designated part of the La-Z-Boy Center. (Please note receptions involving alcoholic

beverages are subject to College Procedure 6.21, and require at least thirty (30)days advance approval).

3. The College's food service vendor must be provided right of refusal for all catering in the La-Z-Boy Center. Exceptions, if necessary, can be made only through the consent of the food service vendor.
4. In the atrium/lobby or meeting rooms when dispensed from the La-Z-Boy Center operated or approved concessions.

P. Concessions

The College reserves and retains the right to operate, or permit others to operate, during the period of this agreement, any and all concessions including, but not limited to sale of food, beverages, and other merchandise at or in the La-Z-Boy Center not specifically granted in writing to the Lessee.

Q. Distribution of Literature

Any literature, pamphlets, flyers, etc. not directly pertaining to the content of or personnel in the performance (other than standard commercial advertising) is not permitted without first obtaining written permission from the College. The College reserves the right to distribute promotional material concerning its own programs, or any general program held in the La-Z-Boy Center.

R. Displays

Displays may be located in the La-Z-Boy Center lobby on the date of a performance only with the advance approval of the College. Such displays may not be taped, nailed, stapled, tacked, or otherwise fastened to any part of the building, including interior walls. Any violation of this policy will be subject to damage and/or cleaning charges. The Instructional Center may supply easels, standards, and display equipment as it has available; the Lessee must supply additional equipment. Displays may be limited so as not to interfere with crowd movement, safety, La-Z-Boy Center signs, or College displays. Any unauthorized advertising materials will be removed.

V. Publicity/Promotion

A. Advertising Expenses

Lessee assumes responsibility for payment of all costs and expenses for advertising and promotion in connection with the event.

B. Advertisement of Ticket Sales

All media advertisements for events to be held at the La-Z-Boy Center must include the location and telephone number for ticket sales.

C. Use of the La-Z-Boy Center/MCCC Logo

Under no circumstances may Lessee use the MCCC logo or imply that rental event is sponsored, produced, or presented by the College without advance written permission by the College. Failure to obtain advance written permission will cause the rental event to be immediately cancelled and Lessee will forfeit all advance payments. Any advertising copy or written materials must refer to the facility as, "MCCC La-Z-Boy Center."

VI. Event Technical Production

A. Stage Requirements

At least one month prior to the event, all stage requirements shall be presented to the La-Z-Boy Center's Technical Director and discussed with him/her at this time. Unless advance arrangements are made with the Technical Director, only this equipment will be used and will be operated by the La-Z-Boy Center personnel.

B. Advance Deliveries

The La-Z-Boy Center staff will not accept materials belonging to Lessee delivered prior to contracted time without prior written arrangements. The College makes no guarantee that space will be available to receive materials arriving early. The College will not accept any goods shipped to the La-Z-Boy Center for the Lessee, or for any person claiming to be acting for the Lessee, if any sum is to be paid the carrier upon his/his delivery thereof. The College assumes no responsibility for acceptance, storage, condition, theft, or damage of goods. Approved storage of goods prior to contracted time will be subject to additional fees to be determined by the Office of Corporate and Community Services.

C. Delivery Mailing Address

Lessee understands that any advance deliveries, which must be sent to the La-Z-Boy Center, must be addressed as follows:

(NAME OF EVENT OR SPONSOR)
LA-Z-BOY CENTER
MONROE COUNTY COMMUNITY COLLEGE
1555 SOUTH RAISINVILLE ROAD
MONROE, MI 48161-9746
734-384-4127

D. Loading Entrance

All articles, exhibits, fixtures, materials, displays, etc., relative to an event to be presented at the La-Z-Boy Center shall be brought into or taken out of the La-Z-Boy Center only at the entrances and exits as may be designated by the La-Z-Boy Center Technical Director or his/her designee.

E. Utility Connections

Unless otherwise authorized in advance and in writing by the La-Z-Boy Center Technical Director or his/her designee, all plumbing, electrical, telephone or carpentry work, except normal scenery work, required to be done on the premises of the College in conjunction with Lessee's use thereof, and all electrical current required for Lessee's use shall be done or furnished by the College or its authorized representative for which the Lessee shall pay the College on the basis of time and materials.

F. Sound/Lighting Consoles

MCCC regulations strictly limit the installation and operation of sound and/or lighting control consoles in the seating areas. The La-Z-Boy Center Technical Director, or his/her designee, will be responsible for exact placement of equipment.

G. Sound Levels

Michigan Law (Section 24 of Act No. 154 of the Public Acts of 1974) limits electronic sound pressure levels to an average level not to exceed 105 decibels in the auditorium, and 100 decibels peak measured at the sound mixing console and peak of 115 decibels measured on the stage. The La-Z-Boy Center Technical Director, or his/her designee, will be responsible for monitoring and enforcing the decibel levels.

H. Removal of Equipment

It is understood that the Lessee will clear the facility of all Lessee's equipment, costumes, props, etc. on the night of the event. Anything not moved at the conclusion of the event will be subject to a storage rental fee. After seven (7) business days anything not removed from the facility will become the property of the College and will be discarded or utilized as deemed appropriate by the College at no charge to the College.

I. Miscellaneous

1. The La-Z-Boy Center furniture, planters, or equipment may not be removed or repositioned.
2. The College permits helium balloons only with advance approval. Balloons approved for usage in the La-Z-Boy Center must be securely attached. Please note Lessee will be charged for retrieval of any stray balloons.
3. Decals and bumper stickers with adhesive backing may not be distributed on College premises. Lessee will be responsible for any facility damage relating to distribution of adhesive backed materials.
4. Use of College telephones are subject to additional charges. Pay telephones are located by the Atrium/Lobby restrooms.

Cross-References

Policy 6.18	Policy for Use of College Physical Resources
Procedure 6.18(a)	Procedures for Use of College Facilities
Procedure 6.18(b)	Procedures for Use of College Owned Equipment, Furniture, and Supplies
Procedure 6.18(c)	Procedures for Signs and Posters
Policy 6.19	Raffles Policy
Policy 6.20	Smoking and Tobacco Use Policy
Policy 6.21	Drug and Alcohol Policy
Procedure 6.21(a)	MCCC Alcohol Procedures