

15. PUBLICITY

User is responsible for arranging all publicity and advertising which it deems appropriate to promote the event. The City, upon request may assist with publicity of the event utilizing ticketing system and other social media platforms.

User agrees that a copy of all promotional materials (including paid advertisements) shall be delivered to the City prior to dissemination to the public. User agrees that all promotional materials will contain statements that the event

“presented at the Henry J. Mello Center for the Performing Arts”
and that **“the Mello Center is wheelchair accessible”**

16. MAINTENANCE OF PREMISES

User agrees to keep the premises and fixtures in good condition and repair and will at the termination of this Use Agreement, surrender the same in like good condition and repair, excepting ordinary wear and tear. User may make no alterations or improvements whatsoever.

17. COMPLIANCE WITH THE CONDITIONS OF USE

The renter shall observe, obey and comply with all applicable policies, rules and regulations regarding the use of the Henry J. Mello Center for the Performing Arts. Renter failure to follow the conditions of use may result in eviction from the facility and the forfeit of all fees paid for violation of the same.

18. ANIMALS PROHIBITED WITH THE EXCEPTION OF SERVICE DOG, NO DOMESTIC ANIMAL

No domestic or wild animals or birds shall be taken into, or kept in or about the facility, or any part thereof without consent of the City.

19. CONDUCT OF PERSONS

The renter shall be solely responsible for the orderly conduct of all persons using the facility by their invitation, either expressed or implied, during all times covered under this contract. The City reserves the right to eject from the Henry J. Mello Center for the Performing Arts any person or persons due to objectionable, unlawful or undesirable conduct.

20. SMOKING:

Smoking is not permitted at parks or inside of city facilities.

21. USE OF RESERVED FACILITY AND EQUIPMENT

The renter may use ONLY those facilities and equipment specifically designated in this agreement

I, the undersigned, hereby certify that I will be personally responsible for any damage sustained on the grounds, building, furniture, or equipment occurring through the occupancy of said facilities by the Applicant or their guests/ attendees.

I, the undersigned, have read, and agree to abide by the rules and regulations for the facility use as listed on supplementary materials.

NAME _____ **SIGNATURE** _____ **DATE** _____

FOR STAFF USE ONLY

- CONFIRM AVAILABILITY OF VENUE ON THE CALENDAR**
- CONFIRM AVAILABILITY OF TECHNICIANS**
- CONFIRM THAT PROPOSED EVENT MEETS HIGHEST AND BEST USE OF VENUE**

DATE OF APPROVAL _____ **STAFF INITIAL** _____

INITIAL HERE _____