

**Policies and Rules for Use of the
Far Hills Utility District Administration Building**

1. *Far Hills Utility District (the "District") and the District's Board of Directors (the "Board") shall not be responsible for injuries or loss of property on the premises sustained by guests or others attending a function at the District's Administration Building (the "Facility").*
2. Any person or organization seeking the use of the Facility must complete an application and provide a deposit at the time the application is made.
3. The District reserves the right to approve or disapprove any applications for use of the Facility.
4. Use of the Facility shall be limited to the following: the District's meetings; homeowner's association meetings (only those located within the boundaries of the District); and Montgomery County Elections.
5. Any District business takes precedence over any approvals or authorization to use the Facility.
6. Building capacity shall not exceed 50 persons.
7. Keys are provided only to those persons authorized by the District.
8. Any damage discovered upon arrival must be reported immediately to Jim Haymon at 713/703-2588.
9. Use of decorations in or on the Facility is limited to fire-proof materials and should be erected and removed in a manner that is not destructive to the Facility. Use of open flames is prohibited.
10. All loss or damage to the Facility shall be the responsibility of the using organization during the time the Facility is in use under the contract. Damage or misuse of the Facility and the equipment therein shall be paid for in full by the applicant and/or organization chargeable with its use. Use of any paints, cleaners, waxes or other materials on floors or other parts of the Facility is strictly prohibited unless specific written approval is obtained. Neither furniture nor equipment may be removed from the Facility.
11. Hours for use of the Facility are as follows and must be strictly adhered to: 8:00 a.m. until 11:00 p.m., daily.

Cleanliness

1. The Facility must be left clean or cleaner that it was prior to the applicant and/or organization's use. Brooms, dust pans, mops and other cleaning supplies are located in the Facility kitchen.
2. The floor must be swept with the dust mop after each function.
3. All garbage and waste materials must be placed in bags and taken with the user when the function has ended and the cleaning of the Facility has been completed.
4. All waste must be removed from the Facility's bathrooms.
5. Cleaning charges in excess of any deposit may be assessed at the District's discretion.
6. Cigarette butts shall not be disposed of on the grounds of the Facility.

Prohibitions

1. Outside lights may be used only when necessary for outside activities.
2. The Facility's air conditioning and heating system must be returned to the run program setting when the function as ended.
3. No music shall be allowed outside the Facility. Noise from within or around the building shall be controlled so as not to disturb the residents in the area.
4. Children under the age of 15 shall have adequate adult supervision.
5. All fire exits must be unlocked.
6. Smoking is prohibited inside the Facility.
7. The consumption of alcoholic beverages is prohibited within the Facility or on its premises.
8. The offices, storage rooms and garage within the Facility shall not be entered into or used without the express written consent of the Board.
9. Contents in the refrigerator upon arrival are not for use by anyone other than the District.

Elections

1. In the event the Facility is used for electoral purposes, the District is not making any endorsements by allowing the use of the Facility.
2. Candidates or political groups will be eligible to use the Facility according to terms applicable to its use, unless the Facility is being used as an election site at that time.
3. All local, state and federal laws relating to the conduct of elections and electioneering prohibitions shall be applicable to the Facility when in use an election site.

Cost and Term

1. The amount of any fees or deposits is subject to change at any time without notice unless a signed contract is in place.
2. All contracts shall expire one (1) year after execution and Board approval. At such time each contract must be renewed to be valid.

Far Hills Utility District
Application for Use of the District's Administration Building

Date(s) of Function: _____ Time of Use: From: _____ To: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name of Organization (if any): _____

Nature of Activities: _____

Number of Persons Expected in Attendance: _____

	Homeowner's Association	Montgomery County Elections
Clean-Up Fee (in absence of customary and satisfactory clean-up by user)	\$50.00	\$50.00

Applicant hereby agrees and undertakes to save and hold harmless Far Hills Utility District (the "District") and its Board of Directors from any and all claims for damages, personal and otherwise, that may arise out of use of said facilities, whether by a member or his/her organization or by other persons using or enjoying said facilities and without regard to whether or not on the part of the Applicant to the District or both. Applicant further agrees to indemnify the District against any claims brought against the District as the result, whether directly or indirectly, of Applicant's guests, invitees, or members use and/or enjoyment of the facilities, including without limitation, the consumption of alcoholic beverages (*which is strictly prohibited*) on the premises or grounds of the facility. Applicant further agrees to be bound by and observe the "Policies and Rules for the Use of the Far Hills Utility District's Administration Building" (the "Rules") on reverse side of this application. Applicant is aware that violation of any of the attached Rules could result in Applicant forfeiting future use of said facilities. The District expressly reserves the right to cancel this agreement at any time, for any reason, whether or not such Rules are observed or violated.

Date

Applicant

Received Application on this _____ day of _____, 20__.

Jim Haymon, President
Far Hills Utility District