

## Exhibit 2

### Rules and Regulations Governing the Use of Centennial Hall

St. Peter Catholic Church  
Lindsay, TX  
(Revised December 2013)

1. Centennial Hall is reserved for the use of the lessee beginning on the Wednesday preceding the event. During this time, the lessee may access the Hall as needed to decorate and set up for the event. **An exception to this policy is made on the first Wednesday of each month: on this day lessees may not decorate after 5:00 PM to allow the Knights of Columbus to hold their regular meeting.** The lessee must finish cleaning the Hall by 10:00 AM on the Monday following the event.
2. Events must end by 11:00 PM. Music is to cease and lights are to be turned off by this time.
3. St. Peter's requires that at least one security guard be hired for each event. The security guard must either be an off-duty policeman or have some kind of certification in law enforcement. Submit a copy of each security guard's driver's license to the Parish Office.
4. Centennial Hall is equipped with enough tables and chairs to seat 600 people, the Hall's legal capacity limit. Tables and chairs may not be brought in from outside sources, nor may the tables and chairs currently in the Hall be removed. It is the responsibility of the lessee to place tables and chairs where they are needed on the vinyl areas; no furniture is to be placed on or within three feet of the dance floor. After the event, it is also the lessee's responsibility to wipe off all the tables and fold and place the chairs on top of them.
5. Nothing will be placed or used on the walls (tape, pins, screws, nails, staples, etc.), hung from the ceiling (paper, wires, cords, balloons, etc.), or affixed to any part of the windows, doors or their frames.
6. Confetti and flower petals may not be thrown and sparklers are not permitted, either inside or outside the Hall.
7. Only authorized personnel may adjust the heating and A/C in Centennial Hall. The Hall is kept at a moderate temperature at all times, and will not need to be adjusted for setup. The thermostat will be set to the more optimum temperature a few hours before the event. **If there is an issue with the temperature, please contact Leon Fleitman (940) 641-1111 for assistance.**
8. The controls for the lights in the main hall are kept in the bar. Before the lessee leaves the premises, all lights (kitchen, restrooms, hall, stage, lobby) must be turned off.
9. No open, unprotected flames are allowed in Centennial Hall, including taper or pillar candles, tiki torches or gas burners. Votive candles, floating candles, candles protected by a hurricane lamp, or chafing dish fuel for catering purposes may be used.
10. The doors are equipped with allen wrenches which can be used to unlock them during the event. Please do not use rocks or other rough items to prop open the doors.

**11.** If the kitchen is used for the event, the lessee is responsible for cleaning and putting away all utensils and dishes used and cleaning off counters and sinks.

**12.** No food or drink is allowed on the hardwood dance floor. If anything is spilled on the dance floor, it must be cleaned up immediately.

**13.** No fountains of any kind are allowed in Centennial Hall. This includes, but is not limited to, wine, champagne, punch, cheese or chocolate fountains.

**14.** Alcohol (beer and wine only) is permitted according to Diocesan policy (as indicated in Exhibit "A"), as long as the drinks are served by licensed bartenders and with a full meal. **You must submit a copy of each bartender's license to the Parish Office.** It is the policy of St. Peter's Church that the bar must close by 10:30 PM. No alcohol may be consumed on church property outside of Centennial Hall. No outside alcohol may be brought in other than that provided during the event by the lessee.

**15.** The lessee is financially responsible for malicious or negligent damage to the building, furniture, fixtures, flooring, equipment, etc. by those attending the event. Disorderly conduct, offensive or profane language or acts of violence will result in removal of the person(s) involved or summoning of local law enforcement.

**16.** The cleaning of the floors and bathrooms is done by Parish Staff; barring excessive mess, it is not necessary for the lessee to clean the floor. If there is a large spill or some incident (such as that mentioned in Article 11) that makes it necessary for the lessee to clean the floor immediately, please observe the following procedures: use a wet mop on the vinyl flooring, but not on the hardwood dance floor. If necessary, use a damp and well-wrung cloth (with no cleaner whatsoever) to clean up spills on the dance floor. Post a notice to warn guests that the floor is wet.

**17.** If there is any maintenance issue, or you are unable to access Centennial Hall during your tenure, please contact our Maintenance Staff Leon Fleitman (940) 641-1111.

**18. Cancellation Policy** – If the reservation of the Hall is canceled within one month of the event, the damage deposit will be forfeit. Up until that time, the reservation may be canceled without penalty.

**I have read the above rules and regulations and understand that any violation of these rules or damage to Centennial Hall or its contents may result in the forfeit of my \$300 Damage Deposit. I also understand that I am financially liable for any damage (caused by those attending my event) that exceeds my \$300 deposit.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form, signed and dated, to the Parish Office, along with copies of the bartender's license and security guard's driver's license. These forms and copies are due, along with the balance of the rental fee, no later than one month in advance of the event.**

## **Centennial Hall Rates**

(Revised December 2013)

**Damage Deposit – Required to reserve Centennial Hall: \$300**

**Hall Rental –Due two months before event**

Parishioners - \$800

Non-Parishioners - \$1600

Non-parish-related Organizations - \$1000

**Insurance** (required unless you hold a general liability policy with \$1,000,000 coverage per occurrence): \$95

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### **Before You Leave...**

**Procedures for closing Centennial Hall immediately after an event:**

- Turn off all lights and fans
- Leave restroom doors open
- Lock all doors

**Procedures for cleaning and closing Centennial Hall after an event:**

- Wipe off tables and chairs and place folded chairs on top.
- Clean up parking lot.
- Clean kitchen (if applicable).
- Take out any trash.
- Remove all decorations.
- Remove any leftover food or drink from kitchen and fridges.
- Turn off all lights and fans; leave restroom doors open.
- Lock all doors.

**Checklist for Determining that  
Centennial Hall is in “Acceptable Condition”**

1. Have the tables and chairs been wiped off?
2. Have the chairs been folded and placed back on the tables?
3. Have all decorations and personal items been removed from the Hall?
4. Has the parking lot been cleaned?
5. Has the kitchen been cleaned and all utensils and dishes returned to the cabinets?
6. Has all trash been taken out to the dumpster?

**If the answer to any of the above questions is “No”, the damage deposit will be forfeit.**

7. Has the thermostat been tampered with?
8. Has anything been taped, nailed, pinned or otherwise affixed to the walls, windows or ceiling?
9. Has food or drink been spilled on the dance floor?
10. Has the lessee left messes or spills on any part of the floor?
11. Has any damage been done to the building, fixtures or equipment?  
(Check the Kitchen, Meeting Room, Main Hall, Bathrooms and Bar)

**If the answer to any of the above questions is “Yes”, the damage deposit will be forfeit.**