

## EXHIBIT A

### RULES GOVERNING USE OF DAVID F. ALLMENDINGER CONFERENCE CENTER FOR RECEPTIONS AND PARTIES

The following rules govern use of the D.F. Allmendinger Conference Center. By signing, you agree to comply with these rules and to accept financial responsibility should any damage or other incidents occur during your use of the facility.

#### MAXIMUM CAPACITY FOR RECEPTIONS/PARTIES ~ 200 (capacity includes the outdoor area)

#### TABLES & CHAIRS AVAILABLE FOR 125

#### GENERAL USE

1. Request the specific time period you will need it. Include time for set-up and clean-up. Others may have reservations for the following time period, so it is important that you vacate the area on time. Coming in early to set-up/decorate is not allowed unless that time has also been reserved. If that time is not reserved, there is no assurance that time will be available to you.
2. The entire Allmendinger Center is a **no smoking** facility. Receptacles for cigarette butts are provided outside the building. Any cigarette butts left on the grounds must be picked up.
3. You are responsible for cleaning the facility rented. This includes sweeping up all debris and mopping up any spills should they occur. Bathrooms should also be cleaned of paper or other debris on the floors. Please check that no articles of clothing or personal belongings have been left behind. WSU will not be responsible for personal effects left on the premises.
4. Linens, cooking utensils, dishes and silverware are not provided. You must supply your own. Garbage **must be bagged, tops secured and placed in dumpsters on the north side of the building.** There is no garbage disposal in the sinks, the sink strainer should be in place at all times.
5. Throwing of bird seed, rice, confetti, etc. is not allowed inside or outside of the building. You are responsible for policing the outside of the building and parking lot for debris which may have been created by your group. Confetti (sparkles) are allowed for table decorations only, however, you will be responsible for cleaning any debris on the floor.
6. Participants of rental groups are **not allowed** in any other place on WSU property except in the immediate vicinity of the Allmendinger Center and lower parking lot.

Children are to be supervised at all times and not allowed to climb on rock walls, fountain area, bridge (or under bridge), or roam about the campus. (Flower beds are off-limits). No throwing of rocks or defacing of WSU property. Renters will be held responsible for any damages that occur during renter's use of the facility or are caused by any guests of renter during the reserved time.

7. Political signs or other advertising is not allowed on WSU property. You may put them inside the building during your event, but they must be removed immediately following.
8. A telephone is located in the kitchen area and accepts only local calls for Puyallup, Sumner, and Tacoma areas. You must first enter 7 and then the local number. Credit calls may be placed by entering 7-0 (Operator).
9. Keys to the Allmendinger Center must be checked out from the Administration Office prior to the event. For weekend events, keys **must be picked up on Friday, before 4:00 pm.**
10. Keys must be returned by noon the following day or by noon on Monday, following weekend events.
11. The speed limit on WSU Puyallup property is 15 mph. **Parking is limited to the lower parking area. Guests are not to park on the upper east side of the building.**
12. Groups using facilities during the evening are expected to **vacate no later than 12 midnight** unless rent is paid for the additional hours requested in advance.
13. You must provide all your own sound equipment, such as, microphones, speakers, etc. The TV, VCR, AV equipment room and sound system are not available . All electronic equipment in the building is for WSU use only.

#### **FACILITIES/FURNITURE ARRANGEMENT**

14. **Do not move any of the dividing partitions, under any circumstances.** (If your group is renting/using more than one room, request in advance to have the partitions moved.)The back wall is permanent and not movable.
15. Furniture may be moved around, but must be replaced to the original set up as when you entered the facility. Pictures are on the walls as to the set up. Also, refer to the diagram given. **NO FURNITURE IS TO BE REMOVED FROM THE BUILDING. TABLES AND CHAIRS ARE NOT ALLOWED OUTSIDE OR IN THE LAWN AREA.**
16. Do not use tape or use other sticky substances to post materials or decorations on the inner walls; doing so often damages the walls. Do not drive nails or tacks into

beams, walls or any other woodwork. Do not attach anything to overhead fan motors or fan blades.

### **FOOD AND BEVERAGES:**

17. Use of alcoholic beverages requires a temporary banquet permit issued by the Washington State Liquor Control Board and permission from the WSU Puyallup Director. A copy of the banquet permit must be taken to the Administration Office before obtaining a key, then it must be posted in a conspicuous place during the event. (Permits are available from the local liquor store 2 weeks in advance of the event.) **Drinking is not allowed outside the building.** (Persons under age 21 prohibited from drinking any alcoholic beverages.) The renter or group retains full responsibility for the event and the service of alcohol, and WSU will not be held responsible for any accidents or illegal actions in connection therewith.
18. You are welcome to bring in food or have a preferred caterer for your event. WSU does not provide catering.
19. There is a coffee-maker in the kitchen which may be used or you may bring your own equipment. If you choose to use our coffee-maker, it must be emptied and left in a clean condition, including the basket and stem. Make sure the basket and stem are put back inside the coffee-maker after thorough cleaning. You must supply your own coffee.

### **FINANCIAL RESPONSIBILITY**

20. You agree to be financially responsible for the cost of repairing any damage done to the facility, equipment or its furnishings during your use period and /or the cost of any cleaning of the facility if it is not cleaned properly. Damage deposit will be returned via mail following event if the premises are left clean and no damage occurs.
21. You agree to hold WSU and WSU personnel harmless from any liability of any kind or nature which may arise as a result of your use or occur while you are using the facilities and the parking lot.
22. Be sure the lights are off, and doors have been closed and locked.

I have read the complete rules and regulations of the D.F. Allmendinger Center and hereby agree to abide by such rules and regulations as stated.

Your Name (print): \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(wk) \_\_\_\_\_ (hm) \_\_\_\_\_ (other) \_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE RETURN SIGNED ACKNOWLEDGEMENT OF RULES & REGULATIONS TO:**

**WSU Puyallup, DFAC  
2606 West Pioneer  
Puyallup WA 98371-4998  
Phone: (253)445-4501**

Make checks payable to: WSU Puyallup - DFAC

**Cancellations: 30 days in advance or deposit will be forfeited**