

Exhibit “A”

House Rules for

The Huntsville Hall at Town Square

“THE HALL”

These rules cover the use and responsibility of individuals and groups renting space in THE HALL. The individual who has paid the fees for rental (the “Renter”) is liable and responsible for following these rules and will be held accountable for making sure every individual who uses the space during their rental period understands the rules and follows them. Failure to follow the rules and any damage caused during the use of the facilities will be the sole responsibility of the Renter, regardless of whether they are the individual who caused the infraction. The Renter may be subject to the forfeiture of deposits and be assessed the actual cost for damages, including collection and associated legal fees, at the sole discretion of Huntsville Town (the “Owner”).

The building manager must approve, in writing, any requests for a variance to the rules herein.

The rules cover the following rentable areas: Council Chambers, Community Hall, Kitchen, and Stage.

For All Areas

- 1) Tables and chairs are not to be removed from the building.
- 2) No open flames allowed in the building, except as approved by THE HALL management.
- 3) No alcohol is allowed on the premises.
- 4) No smoking or vaping on the premises.
- 5) No animals in the building, except as provided by law.
- 6) A certificate of liability may be required for an event in the chambers or THE HALL.
- 7) A renter’s agreement will need to be signed prior to the rental dates.
- 8) No weddings permitted.

Council Chambers

1. Do not pull tables and chairs out of the storage closet. You will need to arrange for table and chair needs before the rental period. THE HALL management will work with you on and complete set up before your event. Return the room to the condition it was in when you arrived by the end of your rental period.
2. Do not adjust the Thermostats. They are programmed and work in sync with multiple thermostats throughout the building. Adjusting them could damage the system. THE HALL management (at its discretion) will work with the Renter to accommodate special requests.
3. Turn lights off when not in use or upon leaving.
4. Do not block any doors to keep them open or block access to them. This may interfere with the mechanical systems and cause safety hazards for the egress of the building.
5. Do not hang anything on the walls. This includes nails, tape, or any other type of wall fastener.
6. Clean all food or other spills immediately using water and absorbent paper or fabric towels.
7. If food needs to be transported between the Council Chambers and the Kitchen, never leave a carpeted surface. NO food is to be transported or consumed on the unprotected pickleball surface. If food or liquids are spilled on the unprotected pickleball surface, DO NOT scrub the spill. Scrubbing will only further damage the surface. Notify THE HALL management immediately. The Renter will be assessed costs for such damage.
8. Plan with THE HALL management for the use of the TV monitor, electronic equipment, or special electrical needs.
9. The bathrooms for the Council Chambers are in the hallway to the west, leading to the Community Hall.
10. Do not access areas of the building that you have not paid for or do not have special permission to use.
11. Do not engage in any activity that will damage the building, cause noise concerns for other parts of the building, or be considered offensive or inappropriate to the general public.

Community Hall

12. For Pickleball use and other recreational activities, familiarize yourself with the "Pickleball Rules" posted in the Community Hall.

13. Do not pull tables and chairs out of the storage compartments. You will need to arrange for table and chair needs before the rental period. THE HALL management will work with you on and complete set up before your event. Return the room to the condition it was in when you arrived by the end of your rental period.
14. Do not adjust the Thermostats. They are programmed and work in sync with multiple thermostats throughout the building. Adjusting them could damage the system. THE HALL management (at its discretion) will work with the Renter to accommodate special requests.
15. Turn lights off when not in use or upon leaving.
16. Do not block any doors to keep them open or block access to them. This may interfere with the mechanical systems and cause safety hazards for the egress of the building.
17. Do not hang anything on the walls. This includes nails, tape, or any other type of wall fastener.
18. Clean all food or other spills immediately using water and absorbent paper or fabric towels if upon a carpet surface. If food or liquids are spilled on the unprotected pickleball surface, DO NOT scrub the spill. Scrubbing will only further damage the surface. Use water and dab with an absorbent material. Notify THE HALL management immediately.
19. If food needs to be transported between the Community Hall and Kitchen, never leave a carpeted surface. NO food is to be transported or consumed on the unprotected pickleball surface. The Renter will be assessed costs for such damage.
20. The bathrooms for the Community Hall are located at the north end of the room.
21. If only renting a portion of the space, including the stage, you may be sharing the space with other users in adjoining spaces. Take special care to be good neighbors and be considerate to keep noise levels and activities that are not disruptive to those other uses. They will be under the same direction to reciprocate.
22. Do not access areas of the building that you have not paid for or do not have special permission to use.
23. Do not engage in any activity that will damage the building, cause noise concerns for other parts of the building, or be considered offensive or inappropriate to the general public.
24. Do not make any change to the configuration of the room without special permission from THE HALL management.

Kitchen

1. Since this space will be utilized in conjunction with the other rented spaces, refer to those spaces' rules for additional direction.
2. Clean the Kitchen after use, using mild detergents. ¹
3. The kitchen is to be used only for warming and serving food, it is not to be used for food preparation.
4. Fridge space may need to be shared. All effort will be made to make as much space as possible available for use during rental time.

Stage

5. Since this space may be utilized in conjunction with the other rented spaces, refer to those spaces' rules for additional direction.
6. If the stage is available to use at the same time as the Community Hall is used by others, take special care to be good neighbors and be sensitive to noise or distractions that could disturb the other users. They will be under the same direction to reciprocate.
7. The stage needs to be left in a clean condition; if needed, a mop is available in the Kitchen.
8. Do not mark or hang things on curtains or walls. This includes nails, tape, pins, or other types of hanging devices.
9. The restrooms for this space are on either side of the stage.

¹ Rules adopted by Resolution on 5-2-2025