

RULES AND POLICIES OF MISSION BLUE CENTER

1. Please submit a facility set-up to the Building Attendants or the Parks & Recreation office **no later than 1 week prior to your event.**
2. Building Attendants will set-up and take down all tables and chairs needed for your event.
3. Renters responsibility: (Clean up)
 - a. Sweeping and mopping of floors
 - b. Vacuum carpeted areas
 - c. Removing all garbage and taking it to the dumpster
 - d. Clean all kitchen areas
 - e. Cleaning supplies supplied by the City of Brisbane (Building Attendants)
3. Mission Blue Policies:
 - a. No open flames permitted inside or outside of the facility
 - b. No candles
 - c. No torches
 - d. Canopies or tents must be approved by the Brisbane Fire Department. Contact the Parks & Recreation Department for further contact information.
4. No tape, glue or adhesives of any kind may be used on any surface of the facility.
5. Children 14 years and under must be with an adult and supervised at all times. Children may not play in the parking lot area, near traffic, in the adjacent residential private property, or any other unsafe areas.
6. Parking on Callippe Court, Swallowtail Court, Crescent Court and Elfin Court is prohibited. These streets are private property and any unauthorized vehicles are subject to tow. The renter is responsible for informing guests of this policy and must provide guests with the Mission Blue Center Event Parking document included in the rental packet.
7. Renter must have all outdoor music and microphone use pre-approved by the Parks & recreation Department prior to rental application approval. DJs and other loud music must be inside the facility and with doors closed. Music volume must be kept at a level that will not disturb the residents who live adjacent to the Mission Blue Center.
8. Please check out with the Building Attendants prior to your departure. Cleaning should be completed and premises vacated no later than 12 midnight.

Mission Blue Renter _____ Date _____

Signature