

# Rental Policies

This rental agreement covers the use of the main floor of 120 Court Square, including both ADA bathrooms and the utility room from 8:00am to 11:59pm. The upstairs, basement and locked closets on the main floor are off limits. Renters and their guests may enter and exit via the front door on Court Square or the side door on Washington Street.

Renters are responsible for any damages to the facility during their events. It is the renter's responsibility to police their guests and admittance to the facility during their events. All insurances, permits and licenses required for activities in the facility while it is rented is the sole responsibility of the renter. Knox Building is not a bar and carries no insurance related to alcohol consumption or sales. Any incidences related to alcohol served during an event is the sole responsibility of the renter.

The building will be unlocked at 8:00 am (unless otherwise requested). It is the responsibility of the renter to lock the building when they leave. All items brought into the building during the rental are the responsibility of the renter. Keeping the building secure once unlocked is the responsibility of the renter. Stolen or missing items are solely the responsibility of the renter.