



# MASTERY CAMPUS

## GUIDELINES & POLICIES

1. Following is prohibited:
  - smoking or vaping indoors
  - paint guns
  - anything with wheels inside the building other than carts and trolleys provided to protect floors
  - fire pits or open flame other than gas bbq grill provided
  - weddings
2. Mastery Campus deposits are non-refundable.
3. Host agrees to accept responsibility for guests and damage caused to facility.
4. Need a signed waiver from host that releases from Mastery Campus from liability. (we have insurance on the space but for added protection)
5. No public events can be held, private functions only.
6. Mastery Campus facility usage agreements include setup and breakdown time. Music and outdoor events must end by 10:00 pm to comply with local sound ordinances and cranky neighbors.
7. All cleanup will be completed before your venue rental time expires. Additional time will be charged at \$300 per hour billed by the half hour. A \$250 cleaning fee will be applied if cleanup is not done.
8. Designated electrical outlets on the property are available for use and included in rental however for standard 110v no more than 15 amp per outlet.
9. No candles or any open flame allowed.
10. No smoking
11. Any damage or loss resulting from the event attendees will be billed to the reserving party.
12. The booking party cannot hold Mastery Campus responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, excessive weather or interruptions of public utilities. Mastery Campus will allow you to reschedule with no penalty. If an Act of God were to occur preventing the event from taking place as scheduled, Mastery Campus will

allow for the event to be rescheduled, pending availability, with no penalty. Last minute cancellations of outdoor site due to inclement weather will not be considered for refunds.

13. COURTSEY PROTOCOL: Mastery Campus reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

#### Use of Vendors

1. All vendors must provide a copy of insurance and vendor is responsible for the set-up, break-down, and clean-up of their site. All vendors must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them.
2. Please allow appropriate time for your vendors to set-up, break-down and clean-up. Additional venue rental time is available for additional cost.
3. All event trash must be disposed of in the designated areas at the conclusion of the event.
4. All clients coordinate arrival and set-up time in advance. Contact our site manager schedule arrival and set-up times.