**Katie’s Place**

**130 South Penn Street, Shippensburg, PA 17257**

**717-477-9100**

USE REQUIREMENTS – KATIE’S PLACE

This Use Requirements is part of the Agreement for the Use of Facility of Katie’s Place and is attached hereto with the Agreement. The Parties to this Agreement are Katie’s Place Board of Directors (herein referred to as “KPBD”) and the Party which plans to use the Facility at Katie’s Place (herein referred to as “Tenant”). The subject property is 130 South Penn Street, Shippensburg, PA 17257 (herein referred to as “Facility”)

1. KPBD will provide at its expense a clean facility for ordinary use.

2. Cancellation Reimbursement: Should the Tenant cancel the use of Facility, Tenant agrees to repay any expenses incurred by KPBD as related to the event covered by the Agreement.

3. Control of Facility: The Parties agree that the license to use this Facility under the terns of this Agreement in no ways relinquishes the right to control the facility or management the facility by PPBD and there of KPBD will enforce all necessary laws, rules, ordinances, and regulations.

4. Exhibit/Equipment: Any exhibits or equipment brought to Facility by Tenant shall be brought into Facility at designated entrances and during hours as designated by KPBD.

5. Storage: Tenant shall not store any property of any kind at the facility without consent of KPBD.

6. Defacement of Facility: Tenant shall not use any type of tape, paint, nails, thumbtacks, pins, or affix any objects to doors, walls or fixtures without prior consent from KPBD. Any violation of this requirement is considered property damage and comes under the terms of the Agreement for property damage.

7. Civil Rights: KPBD and Tenant agree not to discriminate against any person because of race, religion, nationality, or sexual orientation. KPBD reserves the right to eject any objectionable person from the Facility.

8. Scheduling/Security Facility: Use of Facility is based on first come basis. Participating members or staff of Tenant may use the Facility after hours, however, Tenant is exclusively and solely responsible and liable for ensuring Facility is secured when leaving Facility and that Facility is in clean condition for ordinary use.

9. Key Restrictions: Tenant agrees that building keys shall remain in possession of the Tenant at all times and may not be loaned to any staff not employed by the Tenant.

10. Confidentiality: In recognition that services provided by the Tenant may be services in which could involve sensitive issues of Tenant’s clients, KPBD agrees the maintain strict confidentiality. KPBD agrees to not share or communicate any confidential information with any third party, except for, in a life-saving or life-threatening emergency.

11. Illegal Activity: Tenant agrees that no activity shall be conducted at Facility or Facility grounds in violation of any applicable law. Tenant is solely and exclusively responsible for the safety of Tenant’s clients was using Facility and Facility grounds.

12. Fire Codes/Regulations: Tenant must adhere to all fire and safety codes and regulations.

13. Use: Tenant agrees that use of Facility is restricted to space agreed upon by the Parties.

**Katie’s Place Board of Directors** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Duly Authorized by

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 Date

**Tenant**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Duly Authorized by

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 Date