

**CITY OF DALTON
WEST HILL CHAPEL
POLICY, RULES AND REGULATIONS
Effective October 1, 2003**

Facility Usage Policy

To schedule activities in the Chapel, contact City of Dalton Administration at 706-278-9500.

The Chapel is available for the following type events:

- Weddings
- Funerals
- Christenings
- Civic Club Meetings
- Garden Club Meetings
- Historic Group Meetings
- Small Chamber-type Music Concerts
- Baby and Wedding Showers
- Literary Groups
- Retirement Celebrations

Other requests will be considered on an individual basis. (The City of Dalton reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or not in compliance with regulations.)

Rules and Regulations for Use

1. Proper respect for the cemetery is to be maintained, and the users are to agree to conduct the event in a manner which is consistent therewith, particularly when an interment is being held simultaneously with a Chapel event.
2. Chapel key may be picked up the business day prior to an event. The key must be returned on the first business day following an event. If an event occurs on a weekend, possession of the key does not allow use/clean up of the chapel any day other than the date(s) contracted. A \$5.00 fee will be charged for a lost or unreturned key.
3. Events must be concluded no later than 10:00 p.m.
4. Consumption of food and/or beverages will be allowed only after written approval of Lessor is obtained. Lessee shall notify all his/her employees, vendors, participants, etc. of this policy in advance of the event.
5. The consumption, possession, or distribution of alcoholic beverages or any controlled substance is not permitted in the Chapel. Exceptions for alcoholic beverages will be allowed only after written approval of Lessor is obtained.

6. Smoking or the use of other tobacco products is prohibited in the Chapel.
7. User(s) is/are responsible for clean-up of the Chapel at the conclusion of the event.
8. Decorations must be kept to a minimum and in good taste. Wrapped wire should be used to attach greenery and ribbons. Do not use nails, tacks or tape. Any decorations (balloons, streamers, ribbon, bows, etc.) applied to the exterior of the chapel to include the cemetery entrance area gates **MUST BE REMOVED** immediately following the event.
9. Only drip-less candles can be used and plastic sheets must be placed beneath the candelabra or candleholders. Candles may not be placed in the windowsills.
10. If chapel furniture or folding chairs are rearranged for the event, furnishings must be put back in the original arrangement at the conclusion of the event (a diagram of the furniture placement is attached). Upholstered furniture is never to be placed in closets and furniture is never to be placed outside the chapel.
11. No structural modifications can be made to the Chapel.
12. No real flower petals will be allowed on the floor. Silk flower petals are acceptable.
13. Throwing rice is prohibited. Birdseed may be thrown outside the Chapel only.
14. All guests must adhere to the roads and parking areas of the Chapel. No vehicles are allowed on the walkway in front of the Chapel.
15. All guests are responsible for their actions. The Lessee must inform guests and vendors of the rules and regulations for Chapel use and provide them with copies of this policy if necessary.
16. Groups using the Chapel will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying the facility.
17. The City of Dalton is not responsible for injuries sustained or property lost/damaged while persons participate in events at the Chapel.
18. At the discretion of the Lessor, a Certificate of Insurance may be required.

Exceptions to these rules and regulations must be approved in writing prior to the event from a designated agent of the City of Dalton.