

SAYRE INCUBATOR, INC. - d/b/a – THE ENTERPRISE CENTER **COURT YARD RULES AND REGULATIONS**

These Court Yard Rules and Regulations (Court Yard); shall apply to all Tenants, clients and outside users of The Enterprise Center (“TEC”), for the use of 'TEC's' Court Yard located at 703 S. Elmer Ave., Sayre, PA 18840.

1. Subject to availability, and with as much advance notice as possible -Tenants will have access to Court Yard areas within 'TEC' by written requests for Business, or personal functions, (using the 'Conference Room Booking Form'), and must include the number of people expected to attend, contact person, time frame, and any special equipment or services required.

2. (a) Tenants are responsible for use of the Court Yard, including all outdoor furniture, and fixtures appropriately and in accordance with “TEC” policies and procedures. Tenants are responsible for their own set-up of said area. Following use of the Court Yard area within the “TEC” facility, tenants shall ensure that the area is in the same clean condition as prior to the tenant's use, (see 2 b). Tenants **MUST** take care of or dispose of all left-over food, and remove garbage to dumpster, immediately.

2. (b) Use of such items as the grill; Glass Picnic Table & Other Picnic Furniture must be taken care of as follows:
Grill) Scrubbed/brushed, cleaned off; Gas shut off at the tank; Grill utensils used cleaned and put back; Lid closed and Cover put back over the Grill.
Glass Picnic Table Area) Table cleaned and wiped off; chairs cleaned off, put back around the table; the umbrella put back down in the closed position, and/or take off table.
Picnic Tables & Other Furniture) Cleaned and wiped off; put back where they were at before.

3. Alcoholic beverages are not permitted within “TEC” facility, without prior written approval from the “TEC” Manager.

4. “TEC” facility is a non-smoking building; Please follow guidelines as outlined on the posted 'Clean Indoor Air Act', 2008. Smoking or carrying a lit tobacco product is prohibited within “TEC” facility, and within twenty (20) feet from any entrance to “TEC”. **The Court Yard is a non-smoking area. Designated smoking is at the rear Dock.**

5. “TEC” reserves the right to make such other rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of “TEC” facility, and other reasons by “TEC”.

NOTE: Area is not accessible to persons with disabilities – if such persons need assistance it shall be the responsibility of the party hosting an event to provide assistance.