

Exhibit D
Policies

GROUP USE OF THE VETERANS MEMORIAL BUILDING
1018 H STREET, EUREKA, CA
(Group Copy)

- (1) Veterans Organizations shall have a preference over all other organizations in the use of the building.
- (2) The Group shall submit their requests for the use of the building to the House Committee Building Manager and, if the date is open and the group or groups meet the insurance requirements, the House Committee Building Manager may set the date.
- (3) The Group shall provide the name, address, and phone number of the person in charge of the Group and shall furnish it to the House Committee Building Manager.
- (4) The Group will make a Seventy Five (\$75) deposit to the House Committee Building Manager to hold the date of use. The deposit will be returned to the Group if the Group makes a cancellation before ninety (90) days of the reserve date.
- (5) The Group will not be granted permanent use of the building.
- (6) The Group using the building will be held responsible for any damages that can be directly attributed to them during their use of the building.
- (7) The Group using the building must take out and maintain, throughout the period of the agreement and any extended term thereof, the following policies of insurance placed with insurers authorized to do business in California and with a current A.M. Bests rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities of Veterans Organizations, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

A. Comprehensive or Commercial General Liability Insurance

Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Service Office Commercial General Liability coverage (occurrence form CG 00001), in an amount of \$1,000,000 per occurrence for any one incident, including personal injury, death and property damage. If a general aggregate limit is used, either the general limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.

Liquor Legal Liability Insurance in the amount of not less than \$1,000,000.00 if the Veteran Organizations distribute, sell or furnish alcoholic beverages on the premises to non-members of the Veteran Organizations.

B. Property Insurance

The Veterans Organizations are responsible for providing an "All-Risk" Property Insurance for the contents of the property at this location.

C. Workers' Compensation Insurance Coverage

The Veterans Organizations certifies that they are aware of the provisions of Section 3700 of the California Labor Code and they will comply with such provisions in connections with any work performed on the premises. Any persons providing services with or on behalf of the Veterans Organizations shall be covered by workers' compensation (or qualified self-insurance).

(8) All political organizations shall be charged full rent and must be on the California ballot. All political organizations using the building must, in no way, infer that they are Veteran sponsored. All notices, posters, and advertisements must carry the notation: "Not sponsored by any Veterans Organizations" when referring to the Veterans Memorial Building as their meeting place.

(9) The Group shall not provide any alcoholic beverages into or served on the premises, except by permission of the Hall Committee Building Manager.

(10) The Group shall not use any hospital equipment, except in an emergency.

(11) The Group will not remove any equipment furnishing from the building.

(12) The Group using the building for any use incurring a tax liability must submit proper evidence of compliance with the existing tax laws to the Hall Committee. For example, if the Group wishes to use the Memorial Hall for the sale of certain goods, the Group shall submit evidence of profits subject to tax payments.

(13) Any member of the Hall Committee shall have the Authority to enter the building at any time for the purpose of inspecting and enforcing the rules and regulations governing the use of the building and will have the AUTHORITY to demand compliance of these rules and regulations.

(14) The Group will not hold any overnight rental or usage of the Veterans Memorial Building.

- (15) The Group will not use the Storage, Mechanical and Utility Room areas.
- (16) The Group shall not drive any type of vehicle on the lawns of the Veterans building. In the event the above is done, the Group will be charged for the damage to the lawn and underground facilities.
- (17) The Group using the kitchen shall furnish their own cleaning agents. The cleaning agents for the automatic dishwasher will be furnished by the building.
- (18) The Group will wash and dry all dining tables and the chairs will be stacked on racks and the floors cleaned.
- (19) The Group will sweep and mop the floors and the equipment cleaned and put away.
- (20) The Group will leave the kitchen clean after use. This includes: RANGES, COUNTERS, TABLES, DISHES, POTS AND PANS, REFRIGERATOR, SINKS, DISHWASHER, AND FLOORS.
- (21) The Group will replace all furniture to its proper positions. THE PIANO SHALL NOT BE MOVED.
- (22) There are _____ () folding tables on a table cart by the women's bathroom. The Group shall stack and return them to their property place after use. The _____ () folding chairs shall be put in the mechanical room, _____ () on the cart and the rest in the stalls out of the way.
- (23) The Group shall not leave anything in doorways or the back entrance way. The mechanical room doors will be kept closed.
- (24) The Group shall close and lock all windows at the end of use.
- (25) The Group shall keep all outside doors closed and locked at the end of use.
- (26) The Group will not leave the building unlocked and unattended.
- (27) The Group will not use any Tacks, Nails, Screws, or Staples on the walls.
- (28) The Group will not cover or remove any of the pictures in the building.