

REGULATIONS FOR USE OF THE O.E. CARLISLE CIVIC CENTER

Rented To	_____
Date of Rental	_____
Deposit	_____
Rental	_____

Rental Fees:

\$37.50 per hour up to 4 hours, with a \$50 refundable deposit – if approved
\$300.00 for 4 or more hours, with a \$200 refundable deposit – if approved
Full rent is due prior to the date of reservation

Max Occupancy is 90.

Refundable Deposit: After inspection of the facility, if there is no expense to the Civic Center for cleanup or damages, and the key is returned the full deposit will be refunded by mail thirty (30) days after the rental date.

Cancellations: If the reservation is cancelled at least two weeks prior to the reserved date the full deposit will be refunded by mail from the City of Farmersville.

Use: The renter will have access to the Civic Center during the time of use. Use prior to the reserved time will not be allowed and will result in forfeiture of any deposit and will exclude renter from renting the Civic Center in future.

Responsible Party: The renter is responsible for the care of the center and leaving the center clean. Door key can be returned into the night drop at City Hall next to the drive thru window. (All damages to furniture or building etc. will be the responsibility of the renter).

Supplies: The Civic Center will furnish dish soap, toilet paper, folded paper towels, and large garbage trash bags. Any other items should be brought for your own use.

I have read and agree to the above regulations for the rental and use of the O.E. Carlisle Civic Center. I have also received a copy of the Clean Up Rules and will abide by the rules keeping the Civic Center clean and orderly and will follow all City Ordinances. _____

Initial

Renter Name (Please Print): _____

Renter Mailing Address: _____

Phone Number: _____

Renter Signature _____ Date _____

Office Use Only:	Key # _____
Key Issued To: _____	Date Issued: _____
Date Key Returned: _____	Received By: _____

CIVIC CENTER CLEANUP RULES

Alcohol Permitted – only with permit paid and approved thru the City of Farmersville prior to event

No Smoking

No Confetti

No Taping Decorations to Walls or Ceiling

- All decorations used must be removed.
- Do not remove existing pictures from walls.
- The floor must be mopped with plain hot water – Do not use any type of cleaner: mops should be rinsed out and hung in the rear storage room to dry.
- Tables must be cleaned and placed back where they were prior to the event (10 tables standing). All chairs are to be placed on the chair racks. (clean with antibacterial wipes)
- All trash must be bagged and placed in the trash cans outside at the back of building. Please replace all trash bags used.
- All dishes, sinks counter spaces, food cart, and refrigerator must be cleaned if used. Do not leave any food items in refrigerator. (clean with antibacterial wipes)
- Restrooms must be cleaned including sinks, toilets, and floors. (clean with antibacterial wipes and Windex)
- Doors and mirrors must be cleaned. (clean with Windex)
- All lights and exhaust fans must be turned off.
- The air conditioner / heater must be turned to 65 degrees in the winter and turned off in the summer unless otherwise advised by City Hall.
- The building must be vacated by 10:00 P.M. **Any use beyond 10:00 P.M will forfeit your deposit.**
- If any problems occur while locking the door after 5:00 P.M. contact City Hall (972) 782-6151 and request the on-call person to come out and assist.
- After locking the doors make sure to return the key to City Hall. The key can be dropped in the night drop at City Hall next to the drive thru window. The key must be returned to City Hall for inspection of the building and ensure refund of deposit.
- **No smoking allowed in building. No alcohol allowed on premises, inside or outside. Having alcoholic beverages of any type is a violation of Farmersville City Ordinance #72-4 and a violation of the Farmersville Code or Ordinances Section 9.104.4 and may result in the arrest without warrant of any person who has violated these ordinances. Violation of these ordinances will also result in the forfeiture of any deposit and will exclude the renter from renting the Civic Center in future.**
- After inspection is satisfactory your deposit will be returned by mail thirty (30) days after the rental date.