

## LEFORS CIVIC CENTER RENTAL AGREEMENT

Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Hours Needed: \_\_\_\_\_ Purpose: \_\_\_\_\_

### Rules Regarding Use of Building

1. Rental rate is \$50.00 per day. A \$150.00 cleaning deposit is required of all renters. Event times include any time used for setup prior to your event or cleanup afterward.
2. A rental contract must be signed by the person requesting the building. The building will not be rented to anyone refusing to sign a contract.
3. The \$150.00 deposit will not be refunded until the keys are returned, the building is clean and all equipment is accounted for.
4. All floors, including the foyer, main room, kitchen and restrooms, must be swept and mopped after each use. All trash containers must be emptied and the bags taken to the dumpster located on the south end of the building.
5. ABSOLUTELY NO ALCOHOLIC BEVERAGES will be allowed inside this building. Failure to abide by this rule will result in immediate forfeiture of all security deposits.
6. Soiled dishtowels, dishrags and potholders should be left beside the sink.
7. All lights must be turned off and the heating system reset to "auto" 65 or the cooling system reset to "auto" 80. All doors (including the back door in the big room) should be checked to make sure they are securely closed and locked.
8. Any damages resulting from your use of the building and/or the equipment contained therein will be repaired or replaced and charged to the person executing the rental agreement. The City will seek all legal remedies available to recover the damages.
9. Tables and chairs should not be dragged or dropped on the floor during replacement in the storage closet.
10. Kitchen facilities are available to all renters; however, the facilities and all equipment must be left clean and accounted for. Any items left in the kitchen will be held for three (3) days before being disposed of.

11. No decorations may be added to the ceilings or walls.
12. No decorations may be placed in a manner that will block air circulation from the heating/cooling units.
13. No bicycles, skateboards, skates or scooters are allowed inside the building at any time.
14. No glitter or confetti may be used in decorating for your event.
15. Should your event produce trash outside the building, you are responsible for the picking up and disposing of same.
16. NO SMOKING is allowed inside the building.
17. All rules must be strictly adhered to in order that your security deposit may be refunded. Determination of the refund of your deposit is left strictly to the discretion of the City Secretary, Asst. City Secretary, Mayor or City Council.

The lessee/renter of the premises herein agrees to hold the City of Lefors together with any and all duly authorized representatives and employees of the City of Lefors harmless from any and all liability or responsibility for damage or injury which may occur to the person or property of any person occupying the Civic Center during the term of the Lefors Civic Center Rental Agreement. The release of liability to the City of Lefors, its authorized representatives, employees and assigns is a full and final release of any and all liability for damages which may occur during the use and/or occupancy of the Civic Center building in Lefors, Texas by the renter and/or occupancy of the Civic Center building in Lefors, Texas by the renter and/or all persons who may occupy the Lefors Civic Center during the term of the Rental Agreement.

I have read the above and foregoing rules for rental and usage of the Lefors Civic Center and I hereby agree to abide by the terms and conditions contained therein. I understand that the City of Lefors will pursue all legal remedies available in order to recover for loss or damage to any property or equipment during the time of my usage of the building.

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Signature of Renter