



POLICIES ON USE OR RENTAL OF ORAN WHITE CIVIC CENTER:

1. Reservations are made on a first come, first served basis
2. The Tool City Council will have first priority
3. All Youth Groups must be properly chaperoned
4. Children are restricted from playing in the parking lot
5. All groups will be held responsible for damages done to the Civic Center
6. All occupants must clean up after themselves, and leave the center in the manner in which it was found.
7. All lights must be turned out, the heat or air conditioning turned off and all trash removed. (See check list on back)
8. City Officials will have the privilege of checking the facilities at all times.
9. A \$50.00 deposit is required and will be refunded when the key is returned (Within 72 hrs) and all requirements are met.
10. A minimum charge of \$100.00 is required for use of the Civic Center. Additional charges may apply based upon circumstance. The **only** group exempt from this charge: Malakoff ISD

Person in Charge _____ Telephone _____

Address _____ Type of Event _____

Date Requested _____ Time Requested _____ Number in Attendance _____

THE CITY OF TOOL RESERVES THE RIGHT TO REFUSE ANYONE

** By signing below I agree that I have read and understand the City's policy for use of the Civic Center, and I agree to abide by those rules.*

** I also agree that in return for the opportunity to use the Civic Center, I release the City from liability to me from any damages or initial injuries to me resulting from use of the Civic Center, and will defend, indemnify, and hold harmless the City for any claims by other persons against the City from damages or injuries that result from my use of the Civic Center.*

***Admin Use Only**

	DATE	INITIALS
Rental Fee:	_____	_____
Deposit:	_____/_____/_____	_____/_____/_____
Key:	_____/_____/_____	_____/_____/_____
Before returning the deposits please make sure you have inspected the Civic Center and found it to be in good condition.		

X _____
Renters Signature Date



Check List for use of Oran White Civic Center:

1. Air Conditioner / Heater is off _____
2. Oven and Stove is off _____
3. All trash has been placed in City dumpster _____
4. All dishes and utensils are clean and put away _____
5. Floors have been swept and mopped _____
6. Counter tops have been wiped down _____
7. Bathrooms have been cleaned _____
8. Tables and Chairs stacked _____
9. All lights have been turned out _____
10. Doors and windows are locked _____

Thank you in advance for your cooperation!