



ORAN WHITE CIVIC CENTER RENTAL **AGREEMENT**

POLICIES ON USE OR RENTAL OF ORAN WHITE CIVIC CENTER:

1. Reservations are made on a first come, first served basis	6. All visitors must clean up after themselves and leave the Oran White Civic Center in the manner in which it was found.
2. The City Council of the City of Tool will have first priority of all reservations.	7. All lights must be turned out, the heat or air conditioning turned off and all trash removed. (See check list on back)
3. All youth groups must be properly chaperoned by an adult.	8. City Officials will have the privilege of checking the facilities at all times.
4. Children are restricted from playing in the parking lot.	9. A \$200.00 deposit is required and will be refunded when the key is returned (Within 48 hours) and all requirements are met. Key must be returned during normal business hours (Monday-Friday 8 am-4:30 pm).
5. All groups will be held responsible for damages done to and inside of the Oran White Civic Center	10. A fee of \$50.00, per day (2-hour minimum) is required for use of the Oran White Civic Center. Additional charges may apply based upon circumstances. The only group exempt from this charge: Malakoff ISD, Non-Profits, Philanthropic groups, Groups for public good or City-centered groups

Renting Representative _____ Telephone _____

Address _____ Type of Event _____

Email Address: _____

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 of Tool's policy for use of the Oran White Civic Center, and I agree to abide by those rules.*

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

	Date	Initials
Deposit Fee Paid:	_____	_____
Rental Fee Paid:	_____	_____
Deposit/Key Returned:	_____	_____

X _____
Renters Signature Date



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CHECKLIST FOR CIVIC CENTER

- _____ 1. AIR CONDITIONING OR HEAT TURNED OFF
- _____ 2. OVEN AND/OR STOVE TURNED OFF
- _____ 3. ALL TRASH TAKEN OUT TO DUMPSTER AT WEST END OF BUILDING
- _____ 4. ALL DISHES AND UTENSILS CLEANED AND PUT UP
- _____ 5. FLOORS AND COUNTERS CLEANED
- _____ 6. RESTROOMS CLEANED
- _____ 7. TABLES AND CHAIRS STACKED BACK
- _____ 8. ALL LIGHTS TURNED OFF

THANK YOU IN ADVANCE FOR YOUR COOPERATION!