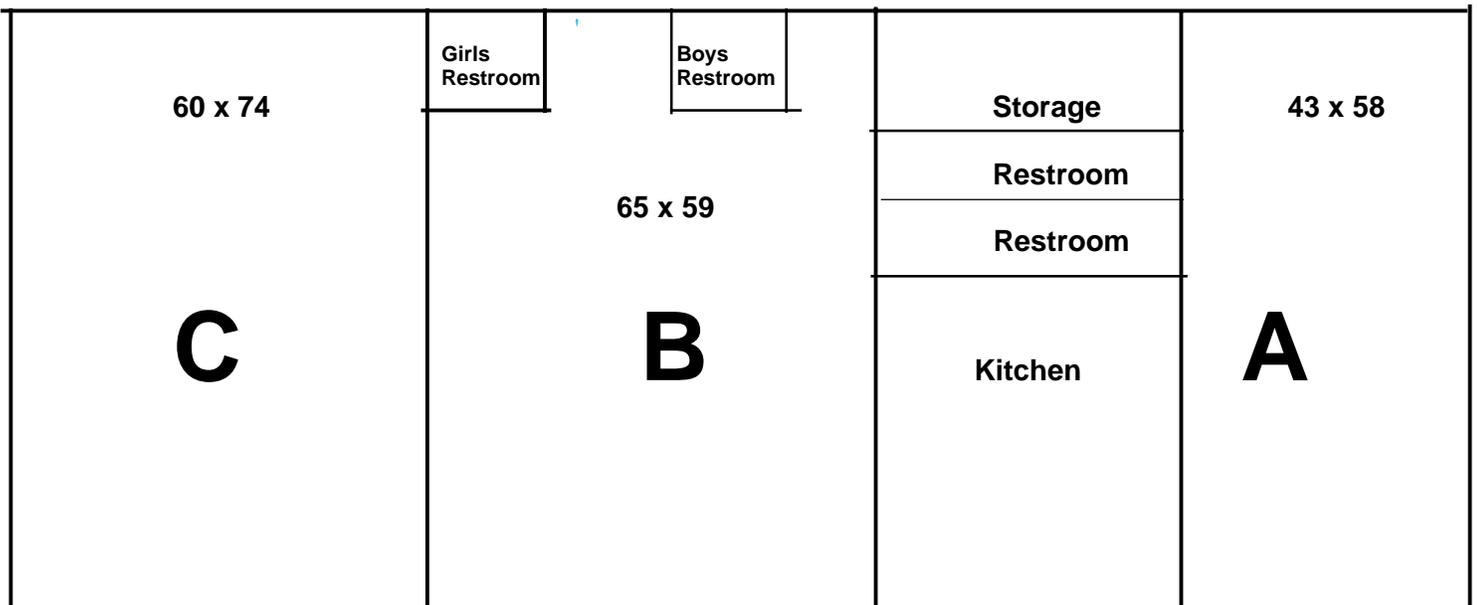


CIVIC CENTER RENTAL AGREEMENT

SCHLEICHER COUNTY CIVIC CENTER
427 S. US HWY 277 ELDORADO, TEXAS 76936

Sections	Rent	Security Deposit	Cleaning Fee	Total
Room A + Kitchen	\$75.00	\$300.00	\$100.00	\$475
Room B + Kitchen	\$300.00	\$600.00	\$200.00	\$1,100
Rooms A and B + Kitchen	\$400.00	\$625.00	\$250.00	\$1275
Rooms A, B and C + Kitchen <u>Special Request</u> <u>only</u>	\$600.00	\$700.00	\$400.00	\$1700

10,769 sq. ft



Schleicher County Civic Center

NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

PHONE: _____

Sections Rented: _____

Dates Rented: _____

Total Amount Paid _____

Total Balance Due _____

Make checks payable to **SCHLEICHER COUNTY** (Returned checks will be charged a fee of \$35.00). To avoid loss of booking fee, cancelations must be made at least 15 days prior to the rental reservation.

Alcohol will be present: _____ YES _____ NO

****IF ALCOHOL WILL BE PRESENT YOU WILL NEED TO CONTACT THE SCHLEICHER COUNTY SHERIFF'S DEPARTMENT OR A PROFESSIONAL SECURITY COMPANY FOR SECURITY. THIS MUST BE PAID IN ADVANCE TO YOU BOOKING THE CIVIC CENTER. YOU ARE REQUIRED TO SHOW A RECEIPT FROM THE SHERIFF'S OFFICE OR RECEIPT FROM A PROFESSIONAL SECURITY COMPANY, AT THE TIME OF BOOKING.**

The Schleicher County Sheriff's Department or a Professional Security Company has the authority to enforce the rules and close the Civic Center for any violation of the rules.

SCHLEICHER COUNTY FACILITY RULES OF USE

Reservations can be made at the Schleicher County Courthouse located at 2 South Divide, Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

All reservations need to be booked 2 weeks or more in advance.

Rentals may not be booked more than a year in advance.

All bookings are on a first come first serve basis.

It is a requirement to reserve and pay for security through Schleicher County Sheriff's Office or a Professional Security Company at the time of booking and receipt will need to be provided.

\$100.00 booking fee is required at the time of reservation and will be applied to the total rental/deposit cost. All fees are required to be paid in full by the time a key is picked up. There will be a \$35.00 returned check fee.

We accept cash, personal checks, money orders and cashier's checks.

Keys may be picked up one (1) day prior to event, granted the facility is not scheduled for a prior day event.

Keys must be returned within three (3) business days after the event.

*The deposit will only be returned if there have been no rule violations and the facility is left clean and in good working order.

***In accordance to the Local Government Code 154.025, when a debt owed to the County is reported, all future payments owed to that person from Schleicher County must be withheld and applied to the debt owed until paid in full.**

*Deposits may take 2 to 3 weeks to be processed and returned by mail.

*Minor damages will be charged against the deposit. Major damages will result in loss of entire deposit.

*Booking fee will not be returned in the event of a cancelation unless notice is given to the Schleicher County Judges Office at least fifteen (15) days prior to reservation date.

***Room C of the Civic Center is request only. Addressing the Commissioners Court is required for rental.**

RULES:

1. **Civic Center Event closing times:**
 - ***Sunday through Friday 12 a.m. (midnight)**
 - ***Saturday 1 a.m.**
2. Alcohol usage will be left to the discretion of Lessee. If alcohol is present, no less than two (2) security officers are required. A receipt from the Sheriff's Office or Professional Security Company will be required at the time of booking.
3. **If you say no alcohol will be present and our officers or any Schleicher County Employee verifies there is alcohol on premises, that will result in the immediate closure of event, loss of TOTAL deposit and loss of future rentals with Schleicher County.**
4. **No glass bottles or glass containers** shall be allowed anywhere at the Civic Center. Except in the kitchen area.
5. Decorations: No aluminum or metal confetti is allowed. No free-floating balloons are allowed, they may interfere with the heating and air conditioning systems. No nails, screws, hot glue, tape, duct tape, packing tape or staples may be used on any of the interior walls. Do not tape anything to the speakers, lighting fixtures, ceiling or TV's.
6. **No blow up or bouncy houses** are allowed in the Civic Center or surrounding property.
7. Nothing is to be taken from the facility and no loan of equipment is allowed.
8. There is **NO SMOKING** allowed on the premises.

RULES FOR CLEAN UP:

1. Lessee is responsible for setting up their own tables and chairs. Leave them out for our cleaning crew.
2. Lessee is responsible for taking down all decorations from walls, tables and chairs.
3. Lessee is responsible for the removal of any food from the stove and refrigerator. Make sure there is no food left behind and that it is properly disposed of in the dumpsters outside.

*****If the items stated above are not completed and our Cleaning Crew has to complete them for you, the additional cost of cleaning will be deducted from your security deposit. Amount deducted unknown until service is complete.**

SECURITY:

Security fee and reservation is due same day as booking.

If alcohol will be present no less than 2 Security Guards is required.

Contact Schleicher County Sheriff's Department at 4 South Divide or (325) 853-2737. Page 7 will need to be presented to Sheriff's office.

Lessee will need to provide a receipt of payment from Sheriff's Department at the time of booking the Civic Center.

Lessee may choose to use a Professional Security Company. If you choose to use your own security it has to be a certified professional security company and the guards can not be part of your party. Receipt of payment with date of service will need to be provided at the time of booking.

Lessee agrees they will promptly execute and fulfill all ordinances and regulations of the State, County, City and other Governmental Agencies applicable to the leased premises. All ordinances imposed by the Board of Health, Sanitation, Sheriff's or Police Department of Correction, prevention and abatement of nuisances in connection with said leased premises during the term of the lease, at Lessee's sole expense and cost.

Lessee shall permit Lessor agents, employees and elected officials to enter the leased premises at any time to inspect premises.

Any further inquiries regarding rules can be made at the Schleicher County Judge's Office.

Maintenance and Service Request Contacts

In the event of a maintenance emergency please contact Judge Bradley or Stacey at the cell phones listed below and we will contact the appropriate maintenance personnel.

With any other questions or concerns please contact

***County Judge Charlie Bradley - 325-939-9808**

***Stacey Ellingwood - 325-226-9237**

Schleicher County Facilities

Civic Center

By signing this agreement, I acknowledge I have received a copy of the rules, regulations and cleaning/security requirements, and that I fully understand them.

Lessee Signature: _____

Date: _____

Lessor Signature: _____

Date: _____

***ALL KEYS MUST BE RETURNED TO THE SAME OFFICE YOU RECEIVED THEM FROM. FAILURE TO DO SO WILL RESULT IN A REPLACEMENT FEE TO BE DEDUCTED FROM YOUR DEPOSIT.**

This form goes to Schleicher County Sheriff's Office

SCHLEICHER COUNTY CIVIC CENTER SECURITY

All functions will require two officers for security.
There are no glass bottles allowed in the building. (NO EXCEPTIONS)

NO ALCOHOL BEFORE THE OFFICERS ARRIVE

Name: _____

Address: _____

Date of event: _____

Phone: _____

Time: 8:00 p.m. - 12:00 a.m.
9:00 p.m. - 1:00 a.m.

Payment must be made the same day you reserve the Civic Center.

Sign

Date

Officer/Dispatcher