



Midlothian Civic Center, Inc.

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RENTAL POLICIES

It is the responsibility of the Renter to notify every person in their group and attending the event at the Midlothian Civic Center of the Rental Policies and Cleaning Procedures as follows:

1. **Smoking is strictly prohibited** inside the Center and within fifty (50) feet of any entrance to the building. All tobacco and related products are prohibited, including, but not limited to, cigarettes, e-cigarettes, vapor sticks, cigars, pipe tobacco, chewing tobacco, or snuff.
2. **Drugs, Firearms & Explosives are NOT allowed** on Center property. Failure to comply will result in Police action and enforcement.
3. **Alcoholic beverages are NOT allowed** on Center property unless there is a police officer on duty for the duration of the event. Officers may be hired by contacting the Midlothian Police Department.
 - a. The Renter and/or provider of the alcohol assumes all liability and responsibility associated with the use and consumption of alcohol.
 - b. Renter shall be responsible for monitoring of alcohol brought into the Center. No guest shall be allowed to enter or leave the Center with open containers of alcohol at any time, with the exception of the covered back patio.
 - c. Alcohol consumption is not permitted on the grounds area, in vehicles, or parking lot.
 - d. All state and federal laws relating to alcohol use apply. No one under the legal age of 21 is allowed to consume alcohol on Center property.
 - e. Failure to comply with Center's alcohol policy shall result in police action and enforcement.
4. Renter and all attending guests shall respect all furniture and fixtures that the Center provides. No marking, etching, or destroying in any manner of the tables, chairs or other surfaces provided is permissible. **Renter will pay for replacements** of any furniture left in an unsatisfactory state or for damage done to the property in addition to the loss of their deposit.
5. No pets are allowed in the Center, with the exception of service animals.
6. Cars shall be parked on paved areas. No parking on the grass at any time, including loading or unloading.
7. **All event decorations shall be free standing.** Nothing may be affixed to any walls, windows, or other inside or outside building surfaces, with the exception of items temporarily hung from curtain rods installed above the hallway door frame. No nails, pins, tape, glue, adhesive, confetti, sparklers, rice, sawdust or glitter is permitted.
 - a. All flames must be surrounded by glass. Melted wax must be contained.
 - b. All balloons, air-filled or helium, must be removed after the event. If loose helium balloons remain in the Center's rafters after the event, Renter will incur an extra charge for removal.
8. **Curfew is MIDNIGHT,** at which time Renter is expected to vacate the premises, unless other arrangements have been made. Residential neighbors in the area reserve the right to pursue police action against violators.
9. **The Center shall be cleaned and ready to vacate at the time rental term is up.** There may be other Renters scheduled and the Center must be ready for them to take possession. All property owned by Renter and guests shall be removed from Center property upon vacation. No property may be stored or remain on site, unless prior approval is given by the Midlothian Civic Center Board.
10. **No Banners are allowed on the fence.**
11. **Deposits will be refunded via mail within 14 business days after the rental of the Midlothian Civic Center**

Signature: _____ Date: _____

CLEANING PROCEDURES

The following **MUST** be completed prior to vacating Center property or Renter will automatically forfeit their deposit, as well as possibly incur extra charges for cleaning, and may face prosecution. Initials: _____

The following check list is provided for Renter's convenience in securing deposit return.

Kitchen:

1. Clean all counters and surfaces, including sink, stove, oven, and refrigerator if used during event.
2. **Turn off oven and stove top.** It is a fire hazard to leave on and unattended.
3. Remove all personal items from the refrigerator, sink, counters, and cabinets.

Tables and Chairs:

1. Clean all tables and chairs.
2. Follow posted instructions for storing tables and chairs inside the storage closet.
3. **Renter is responsible for any damage.** Renter may incur extra charges to repair or replace damaged items.

Bathrooms:

1. Flush all toilets.
2. Take out all trash.
3. Clean any surfaces that were affected during event.

Trash:

1. Securely bag and remove all trash from the kitchen, bathrooms, and main room. There is a dumpster located to the left of the building when exiting the front door. Any sorted recyclable material may be bagged in a clear plastic bag and disposed of properly at the City Hall recycling dumpster located at 104 West Avenue E, Midlothian, TX 76065.
2. Any litter outside of Center must be picked up and disposed of properly inside a secure bag.

Floor:

1. Sweep and dry mop the entire floor.
2. Should there be any spills, wipe affected area with a damp paper towel until clean.
3. Return all brooms and mops to the cleaning supply closet behind the fireplace.

Air/Heat:

1. All three (3) thermostats should be set to a reasonable temperature upon departure. If it is hot outside, leave AC temp at 75 degrees. If it is cold outside, leave heat temp at 60 degrees.

Window Blinds:

1. Leave blinds open so that police may see into the building.

Lights:

1. Turn off all lights, including kitchen, bathrooms, and main room.
2. The storage closet light is on a timer and will turn off automatically.

Doors:

1. Check and lock ALL doors, including back patio door, two (2) front doors, and kitchen door.

Key:

1. Place key in the key drop located outside the office door, on the side of the building closest to the main road. Keys may also be brought to the Management location on the soonest business day after event.

Cleaning Supplies:

1. Renter is responsible for bringing cleaning supplies and trash bags, as well as any necessary supplies for cleaning inside and outside messes created by the event. The Center provides trash cans, mop and mop bucket, and brooms for cleaning convenience.

I, _____, understand the Rental Policies and Cleaning Procedures and agree to abide by these terms.

Signature: _____ Date: _____

Civic Center Representative: _____ Date: _____