



Midlothian Civic Center, Inc.

PHYSICAL ADDRESS: 224 South 11th Street * Midlothian, TX 76065

MAILING ADDRESS: PO Box 386 * Midlothian, TX 76065

(972) 775-8866 // midlothian.tx.civic.center@gmail.com

Office Hours: Tuesday & Thursday 10:00a-3:00p

RENTAL AGREEMENT

Key must be picked up between 10am-3pm Tuesdays & Thursdays

Date Key Picked Up: _____

Key must be returned the day after event.

Key# _____ Returned? _____

RENTER NAME: _____ ORGANIZATION NAME: _____

EVENT: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

CELL PHONE: _____ HOME: _____ WORK: _____

EMAIL: _____

ARRANGEMENTS FOR AGREEMENT

Activity Date(s): _____

We agree to arrive no sooner than _____ on the beginning date shown and vacate the grounds (to include clean up) **no later than** _____ on the ending date shown.

The Midlothian Civic Center, Inc. reserves the right to book two half-day rentals on the same date.

FINANCES: We agree to pay the Midlothian Civic Center Inc. \$ _____ for rental of the facility for full day/half day usage. (circle one) Payment in full is required at least 7 days prior to event.

A DEPOSIT of \$275 is required to insure that the facility is cleaned and undamaged after use. The deposit is refundable. Deposit must be made on the date the contract is signed.

There WILL NOT be alcohol at this event	There WILL be alcohol at this event
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One of these items MUST be initialed by contract representative.

Note: If alcohol will be present, even BYOB, an officer MUST BE ON SITE FOR THE DURATION OF YOUR EVENT and a contract including the officer's badge number be on file with the Civic Center prior to issuance of a key.

AGREEMENT:

- We agree to abide by the Memorandum of Understanding, Policies and Procedures, and the above arrangements, and those posted on the facility property. The signer accepts responsibility for any and all charges incurred while rented, for communicating these guidelines to all persons attending the activities, and for following through to ensure compliance.
- We agree that the Midlothian Civic Center Rental Contract consists of the Rental Agreement, Memorandum of Understanding, Rental Policies, Cleaning Procedures, and Contractual Agreement with a police officer (if applicable). We agree that these documents shall constitute the full and complete Agreement between both parties. The contact person listed in this Agreement is the only person who may make changes to said Agreement. Any changes must be signed by a Midlothian Civic Center representative and the Renter.
- We agree to assume responsibility for damages to the Midlothian Civic Center Inc. Facility and equipment. We understand that additional charges will be assessed for damages to and removal of Midlothian Civic Center Inc. Property and Equipment and it will be included in the total payment and billed after inspection of the facility.
- We agree that if the Civic Center is not cleaned, our deposit will automatically be forfeited and we will be charged for any and all extra costs incurred. The Civic Center reserves the right to file a police report to hold our party responsible for any damages to the building or property.
- We agree to indemnify and hold harmless Midlothian Civic Center, Inc. from any and all liability or claim of liability to or by any person brought in connection with our use of the Facility, and we release Midlothian Civic Center, Inc. from any and all liability thereof.
- We agree that no confirmed booking is promised or implied until all contract documents and the deposit in full are received and accepted by a Midlothian Civic Center representative.
- If contract is cancelled by Renter before 14 calendar days, the deposit will be returned less a \$50.00 cancellation fee. If the contract is cancelled by Renter within 14 calendar days of the activity date, the DEPOSIT WILL NOT BE RETURNED.

I, the above stated Renter, understand the Rental Agreement in its entirety and agree to abide by these terms.

Signature: _____ Date: _____

Civic Center Representative: _____ Date: _____

Deposit Paid: Cash / Check# _____ Date: _____ Deposit Returned: Check# _____ Date: _____

Rental Paid: Cash / Check# _____ Date: _____ Initials: _____ Date: _____



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MEMORANDUM OF UNDERSTANDING

1. The “Center” shall refer to the Midlothian Civic Center and all property located at 224 South 11th Street, Midlothian, TX 76065.
2. The term “Renter” includes every person (whether or not named or referred to in the Rental Agreement) who shall use the facilities of the “Center” by virtue of “Renters” expressed or implied consent.
3. The Rental Contract consists of all documents agreed to and signed by the Renter, including, but not limited to, the Rental Agreement, Memorandum of Understanding, Rental Policies, Cleaning Procedures, and Contractual Agreement with a police officer (if applicable).
4. Maximum attendance allowable is governed by the posted Fire Code. Standing room only: 285. With tables and chairs: 153.
5. Renter shall provide its own staff. A minimum of one (1) adult must be present for each ten (10) children during youth activities.
6. The Center facilities are entered upon by Renter in good condition. Renter shall leave the Center facilities in the same (or better) condition as upon arrival. **Any damages will be charged to Renter. Renter must contact the center immediately, no later than 24 hours after event, with any pictures or complaints regarding the condition of the center upon arrival to the center. Failure to do so could result in the loss of deposit.**
7. Renter shall not use the Center facilities unlawfully. **DRUGS, FIREARMS AND EXPLOSIVES ARE STRICTLY PROHIBITED.**
8. If alcohol is to be present, it is **MANDATORY** that an officer be on duty for the duration of the event. **Contract agreements with an officer must be on file with the Civic Center prior to issuance of a key.**
9. Renter will be responsible for insurance coverage for all events, as well as any additional services required for damages incurred by their event.
10. Failure to comply with any portion of the contract will result in forfeiture of entire deposit.

*The Midlothian Civic Center is part of our community and history.
It was built for the people of Midlothian, by the people Midlothian.
Please take excellent care of it for future renters.*

For non-emergency assistance, the Renter will be charged a \$20 service fee.

Should you experience any issues with the facilities, we ask that you please take pictures of the issue UPON ARRIVAL. Pictures have a date/time stamp. Send pictures to midlothian.tx.civic.center@gmail.com so that we may address said issues with previous Renters. Unless the issue warrants police action or other emergency actions, no one will be sent to assist you.

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

Signature: _____ Date: _____

Civic Center Representative: _____ Date: _____