



## AGREEMENT FOR USE OF LACY LAKEVIEW CIVIC CENTER

This agreement is made by and between the CITY OF LACY LAKEVIEW, TEXAS AND

\_\_\_\_\_,  
Hereinafter referred to as the “USER”, whose agreement to the terms and conditions contained herein is acknowledged by the signature of the User or its authorized representative affixed thereto.

THE LACY LAKEVIEW CIVIC CENTER, hereinafter referred to as “CENTER”, is intended for the use and enjoyment of the community. Use of the Center is conditioned upon the following terms and conditions.

It is agreed and understood by the User that:

1. It is the responsibility of the User of the Center to leave the building in as neat and clean condition as it was in the beginning of the term of use. Cleaning supplies will be made available for the user to maintain the cleanliness of the Civic Center. It is the user’s responsibility to insure that all cleaning supplies remain in the Center. Any conditions to the Center that is found by the User at the beginning of the term shall be immediately reported to the City Dispatcher within one (1) hour, or said conditions will be considered to be the responsibility of the User.
2. User also assumes full responsibility for the care of the building, furnishings, plumbing fixtures and surrounding premises against any and all damages and breakage, and will not deface the walls or any portion of the building by the use of nails, tacks, etc. In addition, for verification purposes, furnishings (tables and chairs) do not need to be return to the storage closet. It is further expressly acknowledged that the User is responsible and liable for any and all damages caused to the Center during the term of usage, whether such damage occurs by the negligent acts of the User’s guest, or whether such damages occurs by any act other than the “ACT OF GOD”. Any damage to the Center that is found by the User at the beginning of the term shall be immediately reported to the City Dispatcher within one (1) hour, or said damages will be considered to be the responsibility of the User.
3. It is agreed that the use and sale of alcoholic beverages on the premises of the Center is hereby prohibited by agreement. However, alcoholic beverage use can occur inside the Center only if the user contracts with an off duty Lacy Lakeview Police Officer to serve as security for such a function. **The User will contact the Lacy Lakeview Police Department to make such arrangements.** The off duty officer will be paid hourly by the

user. The hourly rate to be paid is thirty (30) dollars per hour. At no time will drinking alcoholic beverages be allowed outside the Civic Center on City property. The user will notify City Hall as soon as practicable regarding the name of the off duty officer hired for security purposes.

4. It is agreed that agreement and City Ordinance prohibit smoking inside the center. It is the responsibility of the User to insure that no smoking is allowed Inside the Center during the term of use agreed upon herein with the City.
5. Periodically, officers from the Lacy Lakeview Police Department will insure that all Rules are being followed. If an officer discovers the user to be violation of items #3 or #4 above, a citation may be issued and termination of the event will occur.
6. It is agreed that main parking for the Center is on the east side of the center Crescent Street side. Parking is available for a limited number of vehicles on the west side of the center with agreement that vehicles do not block the Fire Department doors. Vehicles blocking the Fire Department doors will be towed away at owners' expense.
7. User agrees to insure that any and all activities with the Center during the period Agreed upon herein for use will be supervised at all times by responsible adults. Further, the User will insure that a sufficient number of responsible adults as needed are present at all times.
8. At the end of the agreed terms of use, User will securely lock all doors; turn off the water, and all lights unless otherwise instructed by the City.
9. The key to the Center will be returned to Dispatch in a promptly after the terms of the rental agreement are met.

**DEPOSIT:**

10. It is agreed that there will be a \$150.00 deposit. It is further agreed and understood that said deposit fee will be refunded if the following conditions are met.
  - a. the key is promptly returned, and
  - b. the user has cleaned and maintained the building as previous stated in the agreement.

The User's entire deposit will be forfeited if Center is not properly cleaned and all cleaning supplies are not accounted for or if key is not promptly returned.

It is further agreed that the deposit fee will be paid at the time User reserves the Center and this applies to exempt Users also, except Senior Citizens Group. All deposits will not

be refunded within thirty (30) days, if all previously statement terms are met. If reservations are cancelled less than two weeks prior to the reserved date, the deposit and rental charges will be refunded.

**USER RENTAL FEE CHARGES:**

11. Any organizations or residents renting the center, the user fee will be \$200.00 (Monday – Thursday) for 5 hours and \$25.00 for each additional hour. The user fee will be \$300.00 (Friday – Sunday) for 5 hours and \$50.00 for each additional hour. The following are exempt for the Use Fee Charge:
  - a. Scouting organizations, programs affiliated with the Connally ISD, local Little League programs, Lacy Lakeview Fire Department, Lacy Lakeview Municipal functions.
  - b. If any exempt community group or organization receive one written statement that the building did not pass inspection, they will have privileges withdrawn and access to the building will be allowed only as an organization required to pay the use fee.
12. The Civic Center may be rented by an organization one time per year. If the organization is desiring to rent the civic center for an additional reservation(s), the organization will be required to pay all rental fees. Rental and deposit must be paid at time of booking, without exception.
13. It is agreed and understood that commercial sales and/or solicitations will be strictly prohibited. This will include, but no limited to garage sales, whether for profit or non-profit.
14. It is agreed that the following requirements will be met before the deposit fee will be refunded:
  - a. All trash picked up and trashcans emptied and liners replaced in kitchens and bathrooms.
  - b. All spilled food and drinks are cleaned from floors, chairs, tables, and walls.
  - c. All floors swept.
  - d. Bathrooms cleaned including but not limited to commodes being flushed.
  - e. Kitchen completely cleaned including stove, refrigerator, and microwave.
  - f. All doors will be securely locked.
  - g. All utilities will be turned off.

By signing below, I acknowledge that I have read and agree to the above Terms and Conditions. You also represent that you are authorized to enter into the Agreement for all persons responsible for the Center and that you accept full responsibility for such Terms and Conditions and are legally bound by the Terms of this Agreement.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

I, \_\_\_\_\_, individually and as authorized representative for \_\_\_\_\_, understand and agree that I am responsible for the care and cleaning of the Civic Center while in my use. I understand that any and all deposits are refundable only for non use if reservations are cancelled at least two (2) weeks prior to the reservation date or if the Civic Center is cleaned according to the stated requirements and keys are returned. The City employee in charge has final word on any and all inspections referred herein.

What type of event will be held? \_\_\_\_\_

There are: 60' round (up to 15 tables- will seat 8)  
6' rectangular (up to 22 tables- will seat 6)  
4' rectangular (1 table only)

Number of chairs – (up to 100 chairs)

Are alcoholic Beverages to be made available or consumed?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, name of the off duty Lacy Lakeview Police Officer who will be providing security  
\_\_\_\_\_

Will food be made available at the event?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will the event be catered or prepared by user?  
\_\_\_\_\_ Catered \_\_\_\_\_ User

Time: **In** \_\_\_\_\_ **Out** \_\_\_\_\_

**SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**TELEPHONE**

Date of Agreement \_\_\_\_\_  
Date Reserved \_\_\_\_\_  
Date Deposit and User Fee Paid \_\_\_\_\_

**NOTE: IF AN OFF DUTY OFFICER IS NOT SCHEDULED TO PROVIDE SECURITY WHEN ALCOHOL IS PRESENT, YOUR DEPOSIT WILL NOT BE REFUNDED AND THE EVENT WILL NOT CONTINUE.** x \_\_\_\_\_