



KAUFMAN CIVIC CENTER RENTAL POLICY

It is the responsibility of Renter to notify all related persons, including all persons in Renter's group and attending Renter's event at the Kaufman Civic Center ("Center"), of this Rental Policy and Cleaning Procedures as follows:

1. Smoking is strictly prohibited inside the Center and within fifty (50) feet of any entrance to the Center. All tobacco and related products are prohibited, including, but not limited to: cigarettes, e-cigarettes, vapor sticks, cigars, pipe tobacco, chewing tobacco, and snuff.
2. Drugs, and explosives are **NOT** permitted on Center property. Failure to comply shall result in police action and enforcement.
3. Alcoholic beverages are **NOT** permitted on Center property without City Manager approval. There must be a Kaufman police officer on duty for the duration of the event. Officers may be hired by contacting the Kaufman Police Department.
 - a. Renter and/or provider of alcohol assumes all liability and responsibility associated with the use, consumption, and dispensing of alcohol. Commercial Renters must provide a copy of Insurance for Alcohol.
 - b. Renters shall be responsible for hiring a TABC certified bar tender to serve alcohol and provide the licenses of the individual to the Civic Center staff prior to the event.
 - c. Alcohol must be served in plastic glasses. No glass is allowed.
 - d. Renter shall be responsible for monitoring alcohol entering and leaving the Center for the event. No guest shall be allowed to enter or leave the Center with open containers of alcohol at any time.
 - e. Alcohol consumption is not permitted in nearby vehicles or parking lots.
 - f. All state and federal laws relating to alcohol use apply. No one under the legal age of 21 may consume alcohol on Center property.
 - g. Failure to comply with the Center's alcohol policy shall result in police action and enforcement.
4. If Renter plans on selling or auctioning firearms on premise, the renter must comply with the Bureau of Alcohol, Tobacco, Firearms and Explosives Gun Show Guidelines.
3. Upon arrival, Renter shall take and send pictures of any issues with the Center facilities to civiccenter@kaufmantx.org so that the Kaufman Civic Center representative may address such issues with previous renters.

Renter's Name: _____

Date of Event: _____

4. Renter and all related persons, including guests, shall respect all furniture and fixtures that the Center provides. No marking, etching, or destroying of the tables, chairs, and/or other surfaces provided is permissible. Renter shall pay for repair and/or replacement of any furniture or surface left in an unsatisfactory condition to the Kaufman Civic Center, and for any other damage done to City property. If any damage to City property occurs, Renter shall forfeit all rights to their rental deposit.

5. No animals are permitted in the Center, except for service animals.

6. Vehicles shall be parked on paved areas only. Parking is not permitted on the grass at any time, including loading or unloading.

7. All event decorations shall be free-standing. Nothing may be affixed to the walls, windows, and/or other inside or outside building surfaces, except for items temporarily hung from curtain rods installed inside above the hallway door frame. No nails, pins, tape, glue, adhesive, confetti, sparklers, rice, sawdust, or glitter are permitted. No candle frames are allowed. Use of flameless candles is permitted.

8. Renter shall vacate the premises by **MIDNIGHT**, unless other arrangements have been made with a representative of the Kaufman Civic Center. Residential neighbors in the area reserve the right to pursue police action against violators.

9. Renter shall clean the premises, according to the Cleaning Procedures, before the rental term is up, or Renter may be charged an additional cleaning fee and forfeit their rights to their deposit. All property owned by Renter and guests shall be removed from Center property upon vacation of the premises. No property may be stored or remain on site unless prior approval is given by the Kaufman Civic Center Coordinator.

I, the above stated Renter, understand the Kaufman Civic Center Rental Policy in its entirety and agree to abide by the aforementioned terms and conditions .

Signature: _____ Date: _____

Civic Center Representative: _____ Date: _____

Renter's Name: _____

Date of Event: _____

KAUFMAN CIVIC CENTER CLEANING PROCEDURES

The following cleaning procedures **MUST** be completed before Renter vacates the Civic Center or Renter may forfeit their deposit, may incur additional charges for cleaning, and may face prosecution.

Initials: _____

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

Cleaning Supplies: Center will provide cleaning supplies, trash bags, trash cans, mop/mop bucket, and brooms for convenience, which will be located in the janitor's closet in the foyer.

Kitchen:

1. Turn off the oven and stovetop. It is a fire hazard to leave on and unattended.
2. Clean all counters and surfaces, including sink, stove, oven, and refrigerator, if used during the event.
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. Place all used table linens in the hamper located in the storage closet.

Restrooms :

1. Flush all toilets.
2. Take out all trash.
3. Clean any surfaces used during the 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.
2. Any litter outside of the 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, clean the affected area properly.
3. Return all brooms and mops to the janitor's closet.

Balloons: All balloons, air-filled or helium, must be removed.

Air/Heat: All thermostats should be set to a reasonable temperature upon departure. If it is hot outside, leave AC temperature at 75 degrees. If it is cold outside, leave heat temperature at 60 degrees.

Lights: Turn off all lights, including in the kitchen, bathrooms, and main room.

Renter's Name: _____

Date of Event: _____

Doors: Check and lock ALL doors: two (2) front doors, two (2) back doors, and two (2) kitchen doors.

Key: Place the key in the key drop located outside the office door, on the side of the building closest to the main road. If Renter fails to return the key, Renter shall pay an additional \$75.00 key fee.

I, _____, understand the Kaufman Civic Center's Cleaning Procedures and agree to abide by such terms and conditions.

Signature: _____ Date:
