

CARTHAGE COMMUNITY SHELTER & CIVIC CENTER QUICK OVERVIEW

General Overview

- **NO SMOKING** inside Civic Center.
- Civic Center or the City of Carthage is not responsible for theft or loss articles.
- Thermostats are NOT adjustable, "Automatic Temperature Control System".
- No decorations may be hung from ceiling by an individual (ask for details), no tape, nails or staples can be used on any walls or floor. (this includes writing on wall or mirrors)
- Decorations owned by the Civic Center **MAY NOT** be used without permission from Civic Center Management. Items used must be put back in the original spot.
- **NO COOKING** (Open Flame) inside facility. (Hotdog Machine, Popcorn, Nachos, Etc., Accepted). Grills and pits may be used outside providing they are out from under awnings.
- No animals allowed in facility except those required by the physical disabled.
- Security deposit will be returned after inspection of building, items used and verification has been made that no items need to be repaired or replaced and clean-up responsibility of lessee has been done.
- There is a first aid cabinet in the first aid area closet. Depending on the situation you **MAY** be charged a restocking fee for items used.
- **NO CLIMBING** on bleachers
- **STAGE LIGHTING** is available for a **ONE TIME FEE/PER EVENT** of \$150.00 plus an operator fee (Ask for details).
- Rental on Public Announcement system will be **ONE TIME FEE/PER EVENT** of \$25.00.
(PA system is a small system mainly used for small events like school programs, fundraisers, etc.)

Fire Code Regulations

- Candles/Open Flames devices allowed provided precautions are taken to prevent ignition.
- Candles on tables must be securely supported and flames must be protected.
- No welding or cutting equipment allowed.
- No gas-fired heater or cooking devices.

Alcohol Overview

- Alcohol is permitted in the facility. A minimum of one (1) off duty, uniformed, Police Officer will be required for EVERY two hundred (200) persons **anticipated** for any open dance or party where alcohol is served. The Chief of Police or his designee shall be responsible for getting the uniformed officer. Fees for off-duty officer will be \$30.00 per hour per officer and paid for by lessee. See contract for more details.
- Lessee agrees **NOT TO** violate any rules of the *TEXAS ALCOHOLIC BEVERAGE COMMISSION*.

LESSEES' RESPONSIBILITIES (Fees for not complying)

- Event sponsor to open the gates into parking area and to close the gates at the end of the event.
- All trash to be emptied by the event sponsor into the supplied dumpster. (Stage side outside)
- Trash outside building and in parking lot from party to put in supplied dumpster (Right side looking at building)
- Any spills during the event need to be cleaned up by event sponsors. (This is to prevent an accident)
- Place all janitorial supplies (broom, dust pan, mop) back in the appropriate janitorial closet.
- Any Civic Center item used must place back in its original spot. (Flags, Benches, Trees, etc.)
- Event sponsor is responsible for all phones in the facility.
- Event sponsor is responsible for making sure no water is running in facility. (restrooms and kitchen)
(NOTE: If water is running and will not turn off please call Police Department ((903) 693-3866) for assistance.
By calling PD this takes the responsibility off lessee and puts it back on the city. PD will show you called for help.
- Event sponsor to make sure lights are turned off in the facility. (restrooms are automatic timers)
- Event sponsor to make sure all exterior doors are closed tightly and locked at end of event.
(Exterior doors are located behind stage area by janitorial closet, restroom area between double doors by roll-up door and both sets of entry doors at front on both sides of building. Doors may be locked but need to be checked to make sure they have closed all the way shut tight).

NOTE:

This page is an overview or highlight of **SOME RULES** for the center. It is the lessees' responsibility to read and understand the full set of rules before signing any contract.

READING and UNDERSTANDING the rules compared to not reading could be the difference on having your deposit returned.

FINES FOR FAILURE TO COMPLY ARE LISTED ON REVERSE SIDE

Civic Center Fees for Lessee not Fulfilling Contract

Leaving gate to parking lot open at end of event.....	\$10.00 per gate	
Trash (Building, entries and parking lot).....	\$25.00 to \$50.00	
Leaving janitorial supplies everywhere.....	\$10.00	
Leaving Civic Center property and not back in original place.....	\$10.00 - \$25.00 per item	
Writing on wall (mirrors, etc.).....	\$25.00 - \$500.00	
Leaving water or commode running.....	\$100.00	*See Details Below
Waste of paper products.....	\$Cost per item	
Lights left on in the facility.....	\$10.00 per room	
Lights left on in the big room.....	\$5.00 per row	
Doors not secured.....	\$20.00 per door	
Use of Civic Center lift or rental of own lift to hang.....	\$500.00 and up	
Destruction of Civic Center property.....	\$Cost of repairs/replacement	
Destruction of sound board.....	\$Cost of repairs	
Destruction of lighting.....	\$Cost of repairs	
Destruction of lighting panel.....	\$Cost of repairs	

*NOTE ON WATER: If water is still running and you CANNOT get it turned off. Call the Police Department (903) 693-3866 to report. The Police Department will contact the Civic Center maintenance crew to take care of the problem. The Police Department WILL NOTATE the call which in return clears the renters of the responsibility and therefore WILL NOT be charged the \$100.00. If the Police Department does not show a call then you WILL BE charged the fee.

All calls to the Police Department are recorded and on file.

**ANYTIME THE LAW IS BROKEN THE DEPOSIT WILL NOT BE REFUNDED
(EXAMPLES: FIRE ALARM PULLED, 911 CALLED, BREAKING AND ENTERING AREAS LOCKED, ETC.)**