



City of Eden

PO Box 915, 120 Paint Rock Street, Eden, Texas 76837
Off: 325-869-2211 | Fax: 325-869-5075

MULTIPURPOSE CENTER

The Multi-Purpose Building is a municipally owned and maintained facility for the assembly of area citizens. Individuals, firms, corporations, clubs or associations may lease the Multi-Purpose Building and shall be responsible for any damage to the building or its contents during the time it is leased. Improper use, damage or failure to observe the rules and regulations may result in payment for all damage caused and denial of future leasing privileges.

I. ADMINISTRATION

The City of Eden shall be responsible for the administration of the rules, regulations and policies of the Multi-Purpose Center Building. Any decision of the City of Eden regarding interpretation of the rules, regulations and policies at the Multi-Purpose Building may be appealed to the City Council by filing written notice of the appeal with the City Secretary. Appeals must be filed within fifteen (15) days after the decision; otherwise, the decision is final.

II. RESERVATIONS

Reservations for use of the Multi-Purpose Building shall be made in writing through the City of Eden, whose business office is located at 120 Paint Rock Street, Eden, TX 76837. Verbal or tentative reservations, understandings or commitments are invalid. Reservations shall be processed on a first-come, first-served basis and will not be accepted more than twelve (12) months in advance unless authorized by the City of Eden. Rental and security deposit payments should be payable to the City of Eden. Refund of rental and security deposit payments will be made if written notice of cancellation is received from the lessee fourteen (14) or more days in advance of the scheduled use. No refunds will be made on rental payments if cancellations are made with less than fourteen (14) days in advance notice; however, security deposits will be refunded.

III. CLASSIFICATIONS

- A. **OFFICIAL USE:** Use by the City for official purposes including parties by City or co-sponsored events.
- B. **YOUTH ORGANIZATIONAL ACTIVITIES:** Use by non-profit, organized youth organizations, such as Boy Scouts, Girl Scouts, Public School Sponsored Groups, and similar organizations.
- C. **PARTIES:** Use by individuals or groups for private or public parties, including weddings, etc., sponsored by individuals, groups, or organizations, whether attendance is by invitation only or open to the public.
- D. **COMMERCIAL USE:** Use of the center by for-profit organizations, firms, or by individuals using the facility for a commercial activity.
- E. **PUBLIC, CIVIC, CHARITY, AND CULTURAL USE:** Use for activities of the general public interest by public, civic, charitable, and cultural organizations, and other uses not included in categories A, B, C, or D. This includes use by organizations exempt under section 501(c)(3) of the Internal Revenue Code, non-profit association or non-profit corporation.

IV. PAYMENT

All payments shall be remitted upon execution of the lease agreement. Organizations which use the building on a regular basis may make arrangements through the City of Eden to pay use fees on a monthly basis.

- **CLEANING/SECURITY DEPOSIT:** Users classified as B, C, D or E shall remit a refundable security deposit in the amount of \$125.00. A City employee will inspect the facility following the rental to assess clean-up and any damage. The City of Eden has full discretion to determine extent of damage and/or lack of clean-up. Extra clean-up shall cost Renter \$35.00 per hour.
- **USE FEES:**

CLASS	DAY
B	\$75.00
C	\$125.00
D	\$125.00
E	\$75.00

- Fees are for ONE DAY USE only. Use of the facility prior to the day of rental for the purpose of decorating, setting up tables, etc. will constitute a fee of \$50.00 and can only be scheduled if someone else has not rented it on the day prior to your event

V. FREE USE PROHIBITED

The minimum actual cost of operating the Multi-Purpose Building for any and all events or attractions, except official use, shall be determined, and no free use thereof shall be permitted, extended, or granted to any individual, organization or group.

VI. CLEAN UP

The Multi-Purpose Building is to be cleaned by the lessee immediately after use. This includes sweeping floors, vacuum floors, mop, empty trash, clean restrooms, clean kitchen, place furniture back in original location, etc. Leave building clean. Make sure doors are locked, lights turned off, and thermostat set back to its original temperature.

Lessee agrees to return all keys to the City of Eden office located at 120 Paint Rock Street, Eden, TX 76837 the first business day following the use of the building. The deposit may be held 24 hours from the time the keys are returned, and the entire security deposit shall be forfeited if any damage is done, if the building is not cleaned, or any other rules are violated. If damage repair and/or clean-up costs exceed amount of deposit, lessee and leasing organization shall be responsible for attorney's fees incurred by the City.

VII. SECURITY AND CHAPERONES

It shall be the responsibility of the lessee to provide adequate supervision over all activities. Persons, groups or organizations failing to comply with these rules will not be permitted to use the facility again

VIII. MISCELLANEOUS

- The use of staples, nails, screws, thumbtacks, and glue is forbidden on walls, floors, or ceilings.
- The use of crepe paper is forbidden.
- The application of any substance to the floors must have prior written approval.
- Lessee must provide set-up and take down service.
- The Multi-Purpose Building is a smoke free building and smoking is only allowed outside the building.

IX. REFUSAL

The City of Eden, acting through a designated officer or agent, subject to review by the City Council, reserves the right to refuse the use of the Multi-Purpose Building or any part thereof, to any event, program or production which is wholly without social and redeeming value or is likely to cause damage to the building.

MULTIPURPOSE CENTER REQUIREMENTS FOR A FULL REFUID

- CLEAN REST ROOMS. (Pick up debris and empty trash)
- REMOVE DECORATIONS.
- SWEEP AND DAMP MOP FLOORS (DO NOT USE BLEACH OR DETERGENTS) MOP, BROOM, and BUCKET are available.
- CLEAN KITCHEN. (Clean counters, sinks, and floor) TAKE ALL LEFTOVER FOOD HOME.
- EMPTY ALL TRASH IN DUMPSTER LOCATED BEHIND THE BUILDING.
- PICK UP LITTER AROUND AND IN FRONT OF THE BUILDING.
- CLEAN AND RETURN TABLES AND CHAIRS TO ORIGINAL LOCATION.
- RESET THERMOSTAT TO CONSERVE ELECTRICITY.
- LOCK UP BEHIND YOU AND HAVE THE KEYS BACK TO CHAMBER THE NEXT BUSINESS DAY.

EACH UNCOMPLETED REQUIREMENT MAY RESULT IN A DEDUCTION FROM YOUR CLEANING DEPOSIT.

I understand and agree with all the above referenced requirements and fully understand that failure to complete any or all tasks will result in a partial or complete forfeiture of my security deposit.

Signature

Date

AGREEMENT REGARDING THE USE OF THE MULTI-PURPOSE CENTER

