

## **Historic City Hall Rules and Regulations for Use**

### Authorization of Use:

Prior to utilizing or advertising the use of any city rental facility, an individual or organization must file an Application for Use with the City of Hillsboro through its Marketing & Development Department. Upon approval of the application, a user will tender the requisite deposits to the City of Hillsboro and execute the Hillsboro Rental Facility Use Agreement.

### Keys:

The city will provide a technician to unlock the building for initial use and lock the building at the end of the use. The technician will be on call to assist the user in setting up the sound, computer, or projection systems should there be a need.

### Alcohol:

The use, sale, or presence of alcohol on the premise is strictly prohibited unless authorized in the Hillsboro Rental Facilities Use Agreement.

### *Use or Presence of Alcohol*

The user must supply proof of general liability and liquor liability insurance with combined single limits of at least three hundred thousand dollars (\$300,000.00) per event, and a security plan approved by the Hillsboro Police Department. The user agrees to provide security for approved alcohol related events. All security arrangements must be made through the Hillsboro Police Department.

### Cleaning:

The user is responsible for cleanliness of the rental facility and parking lot. All areas of the vicinity of the lot must be cleared of all forms of rubbish and trash. The user is responsible for restoring the rental facility and surrounding area to its condition prior to use. Users are responsible for returning any chairs and tables to their original location. In an effort to maintain the cleanliness of the rental facility the city shall furnish trash receptacles during use of the rental facility. Renters are required to dispose of any waste from the facility into outside trash receptacles. Failure to properly clean the rental facility and parking lot will result in forfeiture of the security deposit.

### *Event Set Up and Breakdown.*

Arrangements can be made to have the tables and chairs set up for your event for an additional fifty dollar (\$50) fee.

Arrangements can be made to have the tables and chair taken down after your event for an additional fifty dollar (\$50) fee.

### Hour of Operations:

Historic City Hall is available from 8 a.m. to 10 p.m., arrangements for additional hours can be made for twenty five (\$25) per hour.

Damage:

Repair or replacement cost from damage to the Historic City Hall, Parking Lot, Fixtures or Content shall be the responsibility of the user. In the event damage occurs to the, Historic City Hall, Parking Lot, Fixtures or Content the user is responsible for reporting the damage to the Hillsboro Marketing & Development Department. In the event such replacement costs exceed the amount of the security deposit, the user shall be invoiced for any remaining balance.

Indemnification

The user of Historic City Hall must agree to indemnify and hold the City of Hillsboro, its officers, agents, and employees harmless from any and all claims for damages, injuries, or death arising out of or resulting from the use of premises. The user must acknowledge responsibility to conduct all activities in a safe and legal manner, as to avoid any damages to persons or property.