

Historic City Hall
Rules and Regulations for Use
127 E. Franklin St., Hillsboro, Texas 76645
Phone: 254-582-3271 ext. 2421

Authorization of Use:

Before utilizing or advertising the use of Historic City Hall, an individual or organization must file a Facility Use Application with the designated or authorized City of Hillsboro employee. Upon approval of the application, a user will tender the required deposits to the City of Hillsboro and execute the Historic City Hall Facility Use Agreement.

The City does not sign out keys to the facility but, will provide a technician (included in the one-day rental fee) to unlock the building for initial use, remain on site, and lock the building at the end of use.

Alcohol:

Alcohol is permitted but requires an additional \$145.00 per hour to cover the cost of two Hillsboro Police officers while alcohol is on the premises. Their time begins as soon as alcohol is brought onto the premises (parking lot or building) and ends when the alcohol leaves the premises (parking lot or building.) Arrangements for Police officers must be made through the Hillsboro Police Department at least two (2) weeks before the event. The take your rental paperwork with you and ask for Sabrina Leal. If alcohol is discovered inside or outside the building without the presence of two Police officers on the premises, the event will be shut down and the deposit will be forfeited. The renter is responsible for cleanup even if the event is shut down. Police officers may walk through the hall and parking lot without notice.

Smoking:

Historic City Hall is a non-smoking facility. No smoking is allowed inside the building. Do not throw cigarette butts on the ground or in the parking lot. Dispose of it properly.

Second Level:

No one is allowed on the second level or the stairwell to the second level at any time.

Attendees:

No lewd or obscene behavior or language is allowed. Public intoxication may result in the person(s) being arrested. Children are not allowed outside unsupervised. This means an adult is monitoring them. Running around the building, getting into the landscaping/fountain, knocking on doors, etc. is prohibited.

Cleaning:

The user is responsible for the cleanliness of the rental facility, grounds, and parking area. All areas connected to the facility must be cleared of all forms of rubbish and trash. The user is responsible for restoring the rental facility and surrounding area to its original condition before use. Users are responsible for returning any chairs and tables to their original location unless the building technician states otherwise.

To maintain the cleanliness of the rental facility, the city shall furnish trashcans during the use of the rental facility. Renters are required to dispose of any waste, including emptying the trashcans into the dumpster outside. Failure to clean the rental facility and surrounding grounds will result in forfeiture of the security deposit. Brooms and mops are provided in the storage room.

Hours of Operation:

Historic City Hall is available for rental between 8:00 a.m.-10:00 p.m., Monday-Sunday, holidays may be excluded. Use of the facility for more than 4 hours is \$75.00 per hour. Usage is generally 4 hours. Use of the facility from 10:00 pm to midnight is allowed but requires an additional fee of \$100.00 per hour. More than 4 hours of use of the facility may require additional rental fees of \$75.00 per hour. All music/noise must be turned down by 10:00 p.m. if the facility will be used past 10:00 pm.

Computer/Laptop:

Facility user is responsible for supplying their laptop, program, CD, any extra cords, etc. The facility user must be competent in hooking up their laptop/computer and using it. The building technician is not responsible for setting up or instructing the user on the use of their property.

Projectors/Microphone:

The building technician can assist the facility user with turning on the projector and lowering the screens. The building technician is not responsible for assisting with laptop and projector usage. There is a small lapel microphone that may be used by the facility user. The in-house laptop (used for City Council) is not to be used or removed from the drawer by any other person other than the MIS/IT person. The handheld microphone (used for City Council meetings) is not to be removed from the drawer by any other person other than the MIS/IT person. The sound system must be turned on and off by the building technician and the case locked.

Walls/Floor/Etc.

No banners, flags, or decorations may be hung on the walls or poles. No use of nails, glue, tape, or sticky type adhesive like tape may be used. Only with the prior permission of the building technician or building manager may anything be hung up.

Damage:

Repair or replacement cost from damage to the Historic City Hall, grounds, connected parking area, fixtures or content shall be the responsibility of the user. In the event, that damage occurs to the Historic City Hall, grounds, connected parking area, fixtures, or content, the user is responsible for reporting damages to the building technician. In the event such replacement cost exceeds the amount of the security deposit, the user shall be invoiced for any remaining balance.

Indemnification:

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

Historic City Hall

Rental Facility Fees and Hours

127 E. Franklin St., Hillsboro, Texas 76645

Phone: 254-582-3271

Rental Fees:

Rental fees include utilities, use of kitchen, sound system, tables and chairs, cleaned hall and restroom areas, and, a technician to open, remain on-site and close the facility. The renter is responsible for the setting up and taking down of tables and chairs, unless the building technician instructs otherwise. The facility seating occupancy is 150.

Rental of the Hall for up to four(4) regular hours	\$200.00
Security Deposit(refundable if the facility is left clean without damage)	\$200.00
Total	\$400.00

Optional Services:

White tablecloth rental (fee will be deducted from deposit)	\$4.00 per tablecloth
Additional regular hours (more than 4)	\$75.00 per hour
Special Hours (after 10 p.m. or city holidays)	\$100.00 per hour
Security if alcohol is to be served	2 Police Officers @ \$ 45 (3 hour min)

If security is required, the renter must be arranged directly with the Hillsboro Police Department, 303 N. Waco Street, Hillsboro, TX 76645. Take rental paperwork to the Hillsboro Police Department Monday-Friday, 8 am - 5 pm.

Hours of Use:

Regular rental hours are between 8:00 a.m. and 10 pm. Earlier or later hours require approval in advance by the facility administrator and may require an extra fee. The rental hours include setup and cleanup time. Music must be turned down no later than 10:00 pm if the rental is until midnight.

Security Deposit:

The security deposit will be refunded by check from the City of Hillsboro within two weeks of the rental date. Any damages or missing items will be deducted from the deposit. Usage of the tablecloths will also be deducted.

Tables and Chairs:

Round (5' diameter)	26
8' Rectangular	14
6' Rectangular	4
Folding Chairs	96

Historic City Hall
Facility Use Agreement
127 E. Franklin St., Hillsboro, Texas 76645
Phone: 254-582-3271

I, _____, the undersigned, hereby execute the Facility Use Agreement, for the mutual consideration stated herein and the contemplation of the use of the premises on _____. Regarding the use of these premises, I have been provided a copy of the Rules and Regulations of Use and I hereby agree to comply with the regulations stated herein.

I agree to tender \$200.00 per day for the utilization of Historic City Hall to be paid in full no later than _____. In addition, I hereby tender \$200.00 immediately to the City of Hillsboro to serve as a security deposit for using Historic City Hall. The City agrees to contact me at least two (2) days before my event to confirm what time I may occupy the building and who the building tech will be for the event. I have been provided a copy of the guidelines for use of the property and I understand that I am responsible for leaving the facility as I found it. If I fail to comply with the agreement, I acknowledge that the security deposit will be lost.

I agree to assume responsibility for assuring that all vendors obtain a sales tax ID number from the State of Texas Comptroller's office, and will by my best efforts, ensure they report all sales at this event for taxation.

I agree to provide security if alcohol is present or served. Security arrangements will be made through the Hillsboro Police Department for a fee of \$90.00 per hour (3 hr. min) to cover the cost of two (2) officers.

I understand that the City of Hillsboro retains the right to access the property at any time.

In addition, I hereby agree to indemnify and hold the City of Hillsboro, its officers, agents, and employees harmless from any claims for damages, injuries, or death arising out of or resulting from the use of premises. I acknowledge it is my responsibility to conduct all activities safely and legally, to avoid any damages to persons or property.

Name of User

Title of User

User Signature

Date of Signature

Agreement Approved By: _____
City Representative

Date

RETURN COMPLETED APPLICATION TO:
HISTORIC CITY HALL, P.O. BOX 568, HILLSBORO, TX 76645 OR 127 E. FRANKLIN ST.
PHONE: 254-582-3271 EMAIL: HCH@HILLSBOROTX.ORG

Historic City Hall
Rental and Deposit Form
127 E. Franklin St., Hillsboro, Texas 76645
Phone: 254-582-3271

Reserved Date(s): _____

User: _____

Event Description: _____

Address: _____

Phone: _____

Deposit Historic City Hall:	\$200.00	54-5310-00-00
Hall Rental Historic City Hall:	\$200.00	54-5301-00-00
Tablecloth Rental(# of tablecloths @ \$4.00 each) (Optional)	_____	54-5301-00-00
Total Amount Paid by Renter	_____	

Paid by (cash) (check) (money order) Received by _____ Date _____

Deposit Refund-Mail to:

Name: _____

Address: _____

Refund Deposit Historic City Hall:	\$200.00	54-5310-00-00
Refund Hall Rental Historic City Hall:	\$200.00	54-5301-00-00
Tablecloth Rental(# of tablecloths @ \$4.00 each)	(_____)	54-5301-00-00
Less Any Charges (for damages/misuse)	(_____)	54-5280-00-00
Total Refund Due to Renter	_____	

Refund approved by:

Date