

Historic City Hall
Rules and Regulations for Use
127 E. Franklin St., Hillsboro, Texas 76645
Phone: 254-582-2252

Authorization of Use:

Prior to 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 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 the cost of two Hillsboro Police officers while alcohol is on premises. Their time begins as soon as alcohol is brought on 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, 303 N Waco Street Hillsboro, TX 76645, at least two (2) weeks before the event. Take your rental paperwork with you and ask for Sabrina Leal (254) 582-8406. 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 no smoking facility. No smoking is allowed inside the building. Do not throw cigarette butts on the ground or in the parking lot. Please dispose of all trash properly.

Second Level:

No one is allowed on the second level or on 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 prior to use. Users are responsible for returning any chairs and tables to their original location unless building technician states otherwise.

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

Hours of Operation and Fees:

Historic City Hall is available for rental as follows:

\$200 for up to four regular hours

Regular Hours: Weekdays and Weekends: 8:00 AM to 10:00 PM
Additional Regular Hours (more than 4) \$ 75.00 per hour

Special Hours: After 10:00 PM or city holidays \$100.00 per hour

All music/noise must be turned down by 10:00 PM, if the facility will be used past 10:00 PM.

Computer/Laptop:

Facility user is responsible for supplying their own 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/Microphones:

The building technician can assist the facility user with turning on the projector and lowering the screens. The building technician is not responsible to assist 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. The building technician is responsible for locking the sound system case.

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 may be used. Only with 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 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 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 use of the 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.

Security:

Security if alcohol is to be served (2 Police Officers)

If security is required, arrangements for Police officers must be made through the Hillsboro Police Department 303 N Waco Street Hillsboro, TX 76645. Take your rental paperwork with you and ask for Sabrina Leal.

Historic City Hall
Rental Facility Fees and Hours
127 E. Franklin St., Hillsboro, Texas 76645
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Rental Fees:

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

Security Deposit: \$200.00(Deposit is refundable if facility is left clean without damage.)

Rental Fee: \$200.00 for up to four regular hours

Regular Hours: Weekdays and Weekends: 8:00 AM to 10:00 PM
Additional Regular Hours (more than 4) \$ 75.00 per hour

Special Hours: After 10:00 PM or city holidays \$100.00 per hour

Other Fees: Set up Fee \$100.00
Breakdown Fee \$ 100.00

Optional Services:

Tablecloths Rental: \$4.00 per Tablecloth (Tablecloths will be clean and hung. If extra pressing is desired, please plan accordingly)
(fee will be deducted from deposit)

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