

City Center Agreement and Terms of Use

The City of Havana sets forth the following terms and conditions for use of the facility under the supervision of the City of Havana, a non-profit municipality and we reserve the right to refuse usage at our discretion. Use of the City Center is subject to the following agreement and terms.

The City Center, as well as all city buildings, is designated as a non-smoking facility therefore smoking is not allowed on the premises at any time.

Reserving the Date

All requests for use of the City Center are reviewed by the City to determine availability and suitability of your event. An application is attached to be completed and signed by the person responsible for overseeing your event. If the City determines that the date is available and suitability requirements are met, your date will be reserved. Someone must be in charge of your event to ensure that it is conducted in a manner that is responsible and respectful of the City Center and the City of Havana.

1. Tables and chairs are provided and arranged according to the regular use of the building. You are welcome to rearrange them as you see fit, but you are required to return them to their original position after your event. This would be a good time to wipe down tables and chairs due to any spillage, etc., that may have occurred during your event.
2. You must clean the building after your event, leaving it in the same condition that you received it. A pre-rental walk-through with you will be arranged prior to your event, as well as after (if requested by you) to ensure that there are no misunderstandings. Failure to do so leaves this determination up to the City in regards to the state of the building after your event. This may include but is not limited to sweeping floors, cleaning the kitchen and counters, removing the garbage to the trash dumpsters on the **east** side of the building, turning off lights, and any other general cleanup such as bathrooms if necessary. Again, simply leave it as you found it! If the City is required to clean after your event it will be charged at \$25 per hour cleaning charge.
3. Nails, tacks, screws, hooks, picture hangers, etc., are not to be used anywhere in the building. Painted surfaces can also be damaged by tape on the walls so please be careful. Artwork on the walls of the City Center is not to be removed or moved.
4. Cancellation by you of your event must be made at least **1 week prior** to the event.

A key will be available for pick-up at City Hall the same day as the event. If the event is not on a business day, arrangements will be made to pick-up a key prior to the event. The key must be returned to Havana City Hall on the following business day after your event. All cleaning must be completed prior to returning the key.

Failure to follow any of these stipulations could possibly create additional charges, if there is actual damage to walls, floors, windows, furniture, loss of keys, equipment, etc.

Please be sure to lock both doors when you leave!

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Supplies

An initial supply of paper towels, toilet paper, hand soap, etc., are included in your agreement. You are responsible for providing any supplies over and above those initially provided. Food items found in storage cabinets, the kitchen, and/or refrigerators are the property of the City of Havana and are not to be used.

Food Preparation

The kitchen is not to be used for the initial preparation of food, but rather to heat or keep food warm. There is limited refrigerator space which may be used for cold storage.

You must provide your own ice if required for your event. Kitchen equipment may be used but must be cleaned and put back in place as part of your clean-up process. Stoves and ovens must be left as found and may require cleaning after use.

Alcoholic Beverages

The consumption of alcoholic beverages is not permitted on the premises.

I have read and I agree to all of the terms of this agreement and understand the rental policy.

Signature of Applicant: _____

City Center Agreement and Terms of Use

Completed by Applicant

Name of Applicant: _____

Address of Applicant: _____

Contact Number for Applicant: _____

Date of the Event: _____ Hours Requested: _____

Type of Event: _____

Date Key is requested: _____

Person in Charge on the day of the event: _____

Contact number of Person in Charge day of the Event: _____

Number of person attending event: _____

I agree to all of the terms of this agreement and understand the rental policy.

Signature of Applicant: _____

Completed by City

Date of Event: _____ After Event Walk-thru completed on: _____

City Official Approval: _____ **Date:** _____

Date Key Issued: _____ Received By: _____

Date Key Returned: _____ Received By: _____