

# Middleburg Civic Center 2017 Building User Agreement

Mail: PO Box 147, Middleburg, FL 32050-0147

Physical Address: 2102 Palmetto St, Middleburg, FL 32068

Email: [MiddleburgCA@gmail.com](mailto:MiddleburgCA@gmail.com)

Complete this form after email confirmation that your date is available and on hold for you.

NAME: \_\_\_\_\_ Usage Day: \_\_\_\_\_

MAILING ADDRESS: Street/PO \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Email: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

(BUILDING CAPACITY 90) ESTIMATED NUMBER OF GUEST \_\_\_\_\_

AMOUNT enclosed for usage \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

AMOUNT enclosed for cleaning deposit \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

Type of event: \_\_\_\_\_ Time In: \_\_\_\_\_ AM/PM Time Out: \_\_\_\_\_ AM/PM

1. **General Public:** The facility is used by individuals, families, groups, organizations and/or businesses for parties, meetings, seminars, reunions, weddings, showers, etc., for a usage fee of \$175.00 per day and a cleaning/care guarantee deposit of \$100.00. *Usage fee is non-refundable once paid.* Current Members receive \$25.00 discount on usage fee. **We DO NOT supply washroom items or trash bags. Only a broom, mop and bucket.**

2. **Non-Profit Groups:** The facility will be available for select non-profit groups use at a minimal cost for group meetings and activities on **low usage days**. No group may use this agreement to rent the facilities for the personal use of its members. Non-profit groups will pay a \$75.00 *non-refundable usage charge* per day and a cleaning deposit of \$100.00. **We DO NOT supply washroom items or trash bags. Only a broom, mop and bucket.**

3. **All usage agreements** will be by this written contract signed by the responsible individual or representative of the group and shall be binding for the length of the contract.

4. **Deposits** are deposited in the Association bank account and all or part of the deposit will be retained by the Association anytime the facility is not left cleaned and ready for use. Any maintenance or cleaning cost that exceed the amount of the deposit will be billed to the responsible individual or group. We reserve the right to seek compensation for additional damages not covered by the cleaning deposit by any legal means necessary. Released Cleaning & Care deposits can be picked up at the next regular monthly meeting of the Association on the last Wednesday of the month. Cleaning & Care deposit checks not picked up will be returned by mail after 60 days.

5. **Complete** this Usage Agreement and mail with your check made payable to the **MIDDLEBURG CIVIC ASSOCIATION** at the mailing address above. **Non-profit groups** must also submit a letter of request including dates/times on your organization's letterhead with a copy of your corporate status certificate included.

6. There will be a \$25 fee for checks returned by your bank.

7. **Keys:** You may pick up keys at our monthly meeting between 12:00 PM & 1:00PM. If you cannot pick key up at meeting you may email 1 week prior to event for instructions for keys. After event lock keys inside on the white tables by the doors. Keys not left inside after event will forfeit cleaning/care deposit to cover cost of replacing all locks and keys.

8. **You are responsible** for ensuring the following rules are adhered to by your group:

- No alcohol on the premises to include the lawns.
- No selling of commercial products or personal items of any kind.
- No smoking inside the facility. Please pick up and remove all tobacco butts.
- **DO NOT use the fireplace. IT IS DECORATIVE ONLY.**
- Do not staple, tape, or tack anything to the walls. Use existing hooks or tie decorations. Your Cleaning deposit will be forfeited if you violate this rule.
- Do not remove any pictures/plaques or permanent decorations from the walls.
- Do not adjust any stage curtains as it will interfere with the operation of the heat & air system.
- Prior to leaving, remove all decorations, trash and personal items. Check restrooms, hallway and stage area. Dumpster is in the parking lot. Dumpster must be locked before leaving and all trash disposed of properly.
- Clean kitchen and restroom surfaces, and tables and chairs. Broom, mop and bucket may be located in the kitchen and in the storage room just to the right of the hall entry.

***You are responsible for bringing trash bags, soaps & any supplies needed that are not on property at time of usage. We DO NOT supply washroom items or trash bags. Only a broom, mop and bucket.***

- Check all stove burners and ovens **EVEN IF YOU DID NOT USE THEM.**
- Return all tables, chairs, kitchen items and cleaning supplies to their original locations.
- Sweep all floors including kitchen, hallway, restrooms, stage and main room.
- Turn off all lights.
- Make sure both air units temperature is left at 78 when you leave.
- Ensure all outside doors are locked **EVEN IF YOU DID NOT USE THE DOORS.**
- Check each of the above items prior to departing. Lock exit door.
- **VIOLATION OF ANY OF THESE WILL FORFEIT YOUR DEPOSIT.**

**The Middleburg Community Civic Center facility has been designated as an evacuation site for critical injuries by civil authorities. In the event of an emergency, civil authority use of the facility will take precedent over any prior agreement/contract for usage. Loss of contracted use already paid for this scenario will be offered as a rescheduled day as quickly as possible.**

By signing this contract, I understand and agree to all of the items stated above and will ensure the facility rules are followed by my guest or our group.

\_\_\_\_\_ Date Signed \_\_\_\_\_  
**Signature of responsible party**

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_ **MCA USE ONLY BELOW THIS LINE** \_\_\_\_\_

Date Rcvd \_\_\_\_\_ Date Deposited \_\_\_\_\_ Keys released \_\_\_\_\_ Keys Returned \_\_\_\_\_  
Usage \$ \_\_\_\_\_ Check # \_\_\_\_\_ Deposit Amt. \_\_\_\_\_ Check # \_\_\_\_\_

Membership offered \_\_\_\_\_ Building inspected \_\_\_\_\_ Deposit returned \_\_\_\_\_

Deposit Returned by check # \_\_\_\_\_