

MANSFIELD CITY CENTER
RENTAL REGISTRATION FORM
EFFECTIVE October 2024

RULES AND REGULATIONS:

- No loud music or undue noise after 11:00pm EST.
- Do NOT use any staples, nails, tacks, screws, tape or any item which will cause damage to the walls. If possible, use 3M or command products.
- ABSOLUTELY NO **WEAPONS** ALLOWED IN OR ON THE PREMISES. ____ Initial
- ABSOLUTELY NO **ALCOHOL** IS ALLOWED IN OR ON THE PREMISES. ____ Initial

RENTERS RESPONSIBILITIES:

- Renters will be responsible for the set up of their event: placement of tables, chairs, tents, etc. Do NOT drag tables across the floor, this causes damage to tables as well as the flooring.
- Upon vacating the facility, it is the responsibility of the renter to see that:
 - Everything is left clean: kitchen, utensils, tables, chairs, restrooms, etc.
 - The thermostat is set to 80 degrees/Summer or 60 degrees /Winter.
 - All windows and doors are closed and locked and lights are off.
 - No garbage or trash is left in or on the premises (trash cans are located behind the building)
 - Return the key to the night deposit box at City Hall (building next to the Community House)

RENTAL and DEPOSIT FEES:

- Private and Community Functions: \$250.00
- Commercial Use: \$350.00
- **\$25- Cancellation Fee (non-refundable)**
- **\$50 Refundable Fee**

FEES MAY BE PAID IN CASH OR CHECK (CHECKS PAYABLE TO CITY OF MANSFIELD)

Dates will only be reserved upon receipt of this registration form, rental and deposit fees. The **\$25** deposit/cancellation fee will be retained if cancelled. The **\$50** fee will be returned upon assurance that no damage to property has occurred from event.

Name: _____ Date Signed: _____

Address: _____ Purpose: _____

Phone Number: _____ Paid Cash: _____ Check Number: _____

Date Reserved: _____

Person responsible for damages: _____

Signature for person responsible for damages: _____

Include a copy of driver's license of person responsible for damages and return it with this form and payment to Mansfield City Hall.

Temporary use will be at the approval of the council. No continuous use by churches or other entities.

The DAY ends at midnight.