

City of Hoxie Responsibility Agreement Hoxie Service Center

In the interest of residents who have made Hoxie Service Center a reality, Hoxie City Council requires all those who use the facility to share in the responsibility of its appropriate use and care.

Person(s) Responsible:

1. Must be at least 21 years of age.
2. Must ensure proper use of the facility (absolutely **NO** skating, roller blading, skate boarding, or any other activity that entails misuse of the building).
3. Must ensure appropriate conduct of the group using the facility.
4. Must take care to protect the building and premises.
5. Must make entire group aware of the rules governing the Hoxie Service Center.
6. Must verify all doors were checked and locked before leaving building.

The City of Hoxie is not responsible for accidents that occur on the premises of the Hoxie Service Center. **Hoxie Service Center will be operated in accordance with the Arkansas law, which prohibits the use of alcoholic beverages.** Hoxie Service Center will be operated under the Hoxie City Ordinance, which requires minors to be off the streets by 10:00 PM Sunday through Thursday and 12:00 PM midnight on Friday and Saturday.

If the rules governing the use of the facility have been obeyed, the deposit check of \$100 may be picked up at the City Hall the first business day after the event after 10:00 AM.

If a cleanup team is called in to clean any part of service center that was not cleaned sufficiently by the renter the minimum deduction is \$30.00 and could be more if extra cleaning is required. It is important you leave the service center in at least as good as shape as you found it. Please report any deficiencies in building maintenance as soon as you find it. City Hall M-F 8am-4pm 870-886-2742 all other times call 870-886-2525 and hit #7 for dispatch and have a police officer come by and meet with you during your rental time. Depending on emergency services provided by police they may or may not be able to see you in person

Please read your rental agreement! You are responsible for compliance

Rules Governing the use of the Hoxie Service Center

1. All scheduling of events will be done at Hoxie City Hall. All required fees must be paid at time of reservation.
2. City of Hoxie police officers are trained to inspect the service center at the end of your shift or before the beginning of the next shift (depending on an emergency service they are performing. Each officer or a designee assigned by the mayor is the sole authority when requesting additional cleanup and will assess the percentage of non-refundable deposit. Clean-up deposit will be refunded in full or part as specified under this agreement. **Do not call police for a final inspection.** If there is a problem during M-F 8am-4pm call city hall 870-886-2742 all other times call 886-2525 and hit #7 for dispatch and have an officer to call you on your cell phone number or request they come by service center. Depending on emergency services provided by police they may or may not be able to see you in person.
3. All scheduling will be done after fees are paid, **on a first come, first serve basis.**
4. You may pay rental cost and cleaning deposit at any time to secure your rental date/session. You make request a refund of rental if notices are given 14 days prior to the event.
Rental rates are non-refundable within 14 days of the event. The mayor may approve a free one-time rescheduling of the event in last minute cancellations or in situations when inclement weather is a factor of cancellation. In either event the rental rate is non-refundable.
5. To gain access to the building, the sponsor of the group will sign for, and pick up keys at the Hoxie City Hall M-F 7:30am-4pm. After the event, the keys must be returned to the Hoxie City Hall, afterhours place keys in drop box (green door just west of city hall glass door)
6. All activities should be planned and scheduled so the premises can be vacated by 12:00 midnight PM Sunday through Thursday and 12:00 PM midnight on Friday and Saturday.
7. The City of Hoxie is not responsible for accidents that occur on the premises of the Hoxie Service Center.
8. The City of Hoxie is not responsible for lost or stolen items. The caretaker returns all found articles to the City Hall.
9. Hoxie Service Center will be operated in accordance with Arkansas law, which prohibits the use of alcoholic beverages in public places.
10. Hoxie Service Center will be operated under Hoxie City Ordinance, which requires all minors to be off the streets by 10:00 PM Sunday through Thursday and by 12:00 PM midnight on Friday and Saturday.
11. Roller skates, roller blades, and skateboards are not allowed inside the facility.
12. Adult supervision is required at all times in the main auditorium as well as adult supervision in the kitchen area.

13. Groups will furnish their own kitchen linens and supplies.
14. The sponsor and the group will be responsible for any advance preparation such as arranging table and chairs or setting up special equipment necessary for event. The tables and chairs should be returned to their original places.
15. Leave tables, chairs, floor and counter tops free of food, trash, water, drinks, etc
16. Remove all trash to dumpsters outside.
17. Leave cook stove and sink clean.
17. Turn off all air conditioners, fans and/or heat in the main auditorium as per instructions posted at thermostats.
18. Make sure that commodes are flushed and water has quit running
19. Turn off all lights.
20. **LOCK ALL DOORS.**
21. If any damage is incurred to the facility during your group's activity you report it to the City Hall, or the caretaker will.
22. Dust mops, wet mops and brooms are furnished.
23. **SPONSORS OF GROUPS ARE EXPECTED TO MONITOR THE USE AND CARE OF THE FACILITY SO UTILITIES, DAMAGES, AND CLEANING EXPENSES CAN BE KEPT TO A MINIMUM.**
24. Please be considerate of groups that will be using the facility after you and leave it as clean as you found it.
25. **PLEASE DO NOT ATTACH ANYTHING TO THE CEILING, CEILING FANS, OR WALLS.**
26. **At the close of your event, please return the keys immediately to the Hoxie City Hall Drop box located on green door In cases of lost keys the charge is \$60.00 due to Rekeying.**

No wrestling matches or yard sales are allowed at the Hoxie Service Center

Please note any damages incurred during your event or problems with the facility.
Thank you.

Check off List for use of the Hoxie Service Center

Leave white tables up & pushed against the wall;
DO NOT fold or stack; DO NOT block exit doors.

1. Tables cleaned ()
2. Tables put away ()
3. Chairs cleaned ()
4. Chairs put away ()
5. Floors swept ()
6. Kitchen counters cleaned ()
7. Stove cleaned ()
8. Sink cleaned ()
9. Trash taken to dumpster ()
10. A/C, fans, and/or heat turned off ()
11. Commodes flushed and not running ()
12. Lights turned off ()
13. All doors locked: *Push on all side
doors from inside to assure latched* ()
14. Keys returned to city hall ()

IN ORDER TO RECEIVE YOUR DEPOSIT BACK, THE ABOVE ITEMS MUST BE COMPLETED AND CHECKED OFF THIS LIST. THIS PAPER MUST BE SIGNED, DATED AND TURNED IN WHEN YOU COME TO PICK UP YOUR DEPOSIT CHECK. IF IT IS NOT RETURNED, YOUR CHECK WILL NOT BE REFUNDED AND WILL BE DEPOSITED IN THE BANK.

Sponsor Signature

Date

Printed Name

phone number