

City of Gatesville Auditorium
Lease Agreement

The City of Gatesville, hereinafter referred to as "Lessor" hereby leases to _____
_____, hereinafter referred to as "Lessee" the following
property under the terms stated herein:

Gatesville City Auditorium

The terms and conditions of this lease are:

1. The lease period will commence at _____ o'clock ____ .m. on the _____ day of _____, 20____ and will terminate at ____ o'clock ____ .m. on the _____ day of _____, 20_____.
2. The rental fee for the leased premises is \$50.00 per day which shall be paid no later than 4:00 p.m. on the last City work day prior to the rental date.
3. Simultaneously with execution of this lease agreement Lessee will pay Lessor the sum of \$100.00 as a cleaning/damage deposit for the specified rental period stated hereinabove. Such deposit is non-refundable in the event Lessee determines to cancel this lease agreement prior to thirty (30) days before scheduled use. However, the deposit will be returned to Lessee in the event the leased premises are cleaned to the extent the same were clean at the beginning of the leased period referred to hereinabove and the auditorium, restrooms, and foyer are damage free.
4. Lessee specifically assumes responsibility for any damaged or missing personal property or improvements.
5. Lessee shall make certain at the end of the leased period that all doors are locked, all lights have been turned out and the air conditioners or heaters are turned off.
6. Lessee shall not remove nor allow to be removed any personal property such as tables, chairs, props, or other movable personal property. A before and after inspection of the leased premises will be made. Any problem concerning the cleanliness of the leased premises prior to rental date will be noted.
7. Lessor reserves the right to cancel this lease upon written notice of such cancellation prior to thirty (30) days before the subject leased period begins. The deposit made by the Lessee shall be refunded in the event that Lessor does exercise its right to cancel the lease by virtue of this paragraph.
8. Food and drink are allowed in the auditorium. Alcohol is not permitted on the premises.
9. Lessee must provide a minimum of at least one person to insure:
 - a. No one is standing, leaning or putting their feet against the wall/murals.
 - b. No smoking or use of other tobacco products inside the building.
10. Any damage to the lighting system, curtains and/or sound system during the Lessee's use is the responsibility of the Lessee to repair or replace at the City's option.
11. A brief description of the activity to be conducted upon the leased premises during the leased period is as follows:

Signed this _____ day of _____, 20____,

Agent
City of Gatesville
110 N. 8th Street
Gatesville, TX 76528

Lessor

(Name, Address and Telephone Number)
Lessee

AUDITORIUM SECURITY AND CLEANING POLICY

Lessee will secure all outside doors and lock front door of Auditorium.

All lights, air conditioners and/or heaters will be turned off each time facility is locked.

No Public access to balcony.

All carpet areas will be vacuumed after each use.

All bare floors, including auditorium, restrooms, stage, rooms off stage, light booth and concession area will be swept and mopped after each use.

All seats will be checked and cleaned accordingly.

Concession area and auditorium will be cleaned and all food stuff and containers removed after each use.

All trash will be removed from auditorium, stage area, concession area and restrooms after each day's use and placed in outside dumpster behind the building.

Restrooms will be cleaned and mopped after each day's use.

Lessee will furnish own cleaning equipment and supplies. These supplies must be removed from premises after each auditorium use.

I, _____, representing _____
(Lessee Name) (Scheduled Activity)

_____, have read the above Security and Cleaning Policy of the Auditorium. I understand my/our cleaning deposit will not be returned unless this policy is followed.

(Date)

(Lessee Signature)

(Date)

(Lessor Signature)