

Booneville Hardware User Agreement

City of Booneville
203 N. Main Street, Booneville, MS 38829
Public Property Director
Cell: 662-210-0216
City Hall: 662-728-6810

I understand that upon leaving the building at the end of my event, it is my responsibility to make sure the following requirements have been met:

- ❖ Tables & chairs should be returned to their storage location.
- ❖ All debris should be swept from floor. If a spill (food, liquids, etc.) occurs, I will use the provided cleaning supplies **and mop** to remove such. Cups, plates, food wrappers, empty drink bottles should be removed from floor/tables and disposed of in garbage cans.
- ❖ Bathrooms should be free of debris in floors. Toilets should be **flushed & FREE of human waste**. If a toilet is not working properly, I will notify someone rather than waiting for it to be discovered upon inspection (Barbara McKim 662-210-1152 or Charles Sanders 662-210-0216).
- ❖ Garbage cans throughout facility(including bathroom garbage) should be emptied into the large, rolling bins & garbage should be placed outside south entrance for pickup. (**NOTE:** Trash should NOT be placed in the large, rolling trash bins without first being contained in a garbage bag.)
- ❖ Materials brought in/used for the purpose of me/my group will be removed.
- ❖ Fans and lights and bathroom a/c should be turned off, but PLEASE DO NOT TURN THE BREAKER OFF OR TOUCH THE CENTRAL UNIT.
- ❖ Building should be locked, & my allowance of someone else to "lock-up" does not excuse me from this agreement.
- ❖ Key should be returned on the next business day to City Hall, unless prior arrangements have been made.
- ❖ **The building will be cleaned and ready for use BEFORE 8am the following day.**

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I also understand that ABSOLUTELY NONE of my decorations should be attached in ANY part of the building, whether it be with nails, screws, staples, thumbtacks, etc. I understand that in disregarding this rule, not only will my deposit refund be denied, but I am also subject to a fine. Such fine will be determined by costs incurred to repair any damage caused as a result of my use.

I understand that the privilege of using this historic facility yields the responsibility of leaving it in as good as, or better, condition than before my use.

I understand that the building will be inspected after each use and could result in loss of privilege. I also understand that damage to the property while in my use could result in a fine amount to be determined by the mayor and board of aldermen, based on extent of damage and costs deemed necessary for repair.

By signing this agreement, I am naming myself as the responsible party for the use, care & cleanup of the building. I also understand that I am held responsible for any damage done by those in attendance at my event. Signing this form also means I understand that my deposit may not be returned if the follow-up inspection reveals I have not met these standards.

User _____ Date_____