



Deposit Agreement



1. Deposit required: \$300.00

2. Deposit is not a partial or down payment. It is a hold and good faith amount paid in order to hold a date. The deposit only guarantees the rates, not policies and procedures that may change before your event is held.

3. Deposit can be picked-up the first business day after the event.

4. Deposit funds will only be returned after a full facility inspection by the Civic Center Director, and all guidelines have been met. The following guidelines must be met in order to receive a full return of deposit monies paid:

- All trash must be removed from lobby, main hall, stage area and kitchen.
- All trash must be placed in dumpster behind facility.
- All dishes must be washed.
- All food must be removed from kitchen.
- No unsanitary messes left in restroom. This includes, but is not limited to, used feminine hygiene products, diapers, and used toilet paper improperly disposed. These items **MUST** be placed in their proper disposal containers.
- No excessive messes in lobby, main hall, stage area or kitchen. This includes, but is not limited to, ground-in food, carpet stains, and gum stuck to carpet or dance floor.
- Renter is also responsible for any damages that may happen during their event to the facility (exterior and interior) and civic center grounds.

**Renter must follow directions in their renter's guide book. It explains in detail what is required to receive your deposit back in full.*

By signing this agreement, you understand your responsibilities as a renter of the Temple Civic Center. You agree that you understand our deposit requirements.

Signature/Date