

**USE OF MILLS COUNTY COMMUNITY CENTER**  
**POLICY/PROCEDURES/AGREEMENT**

**Scheduling**

Availability can be checked and reservations made through the County Judge's Office; 325-648-2222.

**Availability**

Premises will be available for use Monday through Friday after 1:30 p.m. and all day Saturday and Sunday

**Keys**

Keys to the premises may be obtained in the County Judges office no more than one day prior to the scheduled event. All keys must be returned to the County Judges office on the next business day after the scheduled event.

**Facility Use**

The facility will be available for private use only. With the exception of charitable organizations, no commercial activities will be allowed to be carried out in or on the facility premises.

Kitchen - The kitchen area is available for utilization, including kitchen and cooking utensils. However, none of the facility's food or related supplies may be used during the course of the event.

Alcohol - If alcohol is to be made available during any function on the premises, on-site security must be provided. Parties may contact the Sheriff's Office for details on retaining security personnel for events.

**Fees and Deposits**

All private use of the facility will be charged a fee of \$ \_\_\_\_\_  
**\$100/full day** (4-8 hours) OR **\$50/half day** (4 hours or less).

A deposit of \$ 150.00 per event is required upon execution of this Agreement. All deposits will be returned within thirty (30) days of the event, less any fees incurred for cleaning and/or damage to the premises. Further, if keys are not returned as specified above, the deposit will be forfeited, without regard to cleaning or damage, and the Responsible Party executing this agreement may be responsible for additional damages.

No fee or deposit will be required for County Government use. Fees may be waived for charitable organizations with current 501(C)(3) status. However, the deposit will not be waived for charitable organizations under any circumstances.

All necessary payments and deposits are required to be paid in full prior to the day of the event.

