



The City of Columbus

605 Spring St. • P.O. Box 87 • Columbus, Texas 78934 • 979-732-2366 • 979-732-8213 (Fax)

Rules for the Use of the Mansfield Building

The City of Columbus provides this facility for your enjoyment. We ask that you take care of the building and follow a few rules. You will need to provide your own toilet paper and cleaning supplies when using the building.

1. The lot next to the Mansfield Building is private property and cannot be used as part of the rental.
2. There is a four (4) hour time limit for the use of this building and the premises must be cleaned and vacated by 10:00 pm.
3. Do not set the thermostat below 70°F. Turn off the lights, air conditioning and heating systems before you leave.
4. No alcoholic beverages are allowed on the premises.
5. No loud music and/or loud noise.
6. Do not tape or tack anything to the walls, ceiling, or woodwork.
7. Lift and carry the tables and chairs when moving them.
8. Do not allow the back of the chairs to rub against the walls.
9. Clean up after using the building.
10. If the stove and/or oven were used, clean and make certain that it is turned off.
11. Do not leave any food or other perishables in the refrigerator. If food and/or drinks are spilled, clean the refrigerator.
12. Sweep the floor.
13. Mop the floor if food and/or beverage were served.
14. Pick up all garbage inside and outside of the building and take your garbage with you. Do not put the garbage in the carts outside the building.
15. Make sure all faucets are turned off and no toilets are running. Report any leaks to City Hall.
16. Close all windows.
17. Make sure the front door and back door are locked before you leave.
18. Return the key provided to City Hall at 605 Spring street. After hours you may place the key in an envelope with your name on it and drop it in the Night Drop Box outside City Hall.

I, undersigned, do agree to follow the rules as outlined above during my use of the Mansfield Building. I understand that a City employee will check the building after my scheduled event to make sure all rules have been followed and no property has been damaged during my use. If the City employee finds that the above rules were not followed or property has been damaged, I understand that my deposit will not be refunded and I will no longer be able to rent the Mansfield Building for future events.

Signature _____ Date _____

Print Name _____

Please report any problems to City Hall. (979) 732-2366