



**SECURITY DEPOSIT AGREEMENT**

The Nicholas P. Sims Library is well over its 100 year mark and is a recorded Texas Historic Landmark (#5139007149). The following rules apply to all rentals in the library as we try to preserve our historic building.

A \$250 Security Deposit is due at the time of rental. This deposit is only refundable in the event all of the following rules are followed as well as the more detailed Rules and Conditions for Use Contract that must be signed for all rentals.

All events with more than 50 people are required to have event insurance naming Nicholas P. Sims Library as the additional insured.

Rules:

<b><i>Do</i></b>	<b><i>Don't</i></b>
Respect the rental spaces and furnishings	Do Not move or drag furniture
Leave space in its original state	Staff do not set up or take down any furniture (may supervise or assist as time allows)
Remove all trash and personal belongings – (trash bags should be placed in a staff designated area)	No food or drink in Lyceum No selling of food or drinks (Concessions)
Vendors must also adhere to all rules	Do not leave trash in the event space or lyceum
Ask staff for assistance if questions or concerns arise (custodial assistance)	Do not use adhesive on any surface (with the exception of the stage floor) - free standing decorations only (no nails, tacks, candles, etc.)
Keep fire lanes clear (review layout map)	Do not block doors, fire exits, fire extinguishers, or designated fire paths
Designate a contact person	No smoking
End events on time (including cleanup)	*Alcohol usage requires additional agreements
Minors (under 18) must be supervised	Leave without informing library staff
Review cancellation policy	
Respect library staff and patrons	
Respect library building and grounds	No pets
Note that the library is monitored by cameras and cannot be covered or removed for security reasons.	

This Security Deposit Contract serves as a verbal review and written contract to ensure renters understand and conform to library rules. If any of the rules stated above or conditions of use listed in the additional contracts are not in compliance, the library reserves the right to keep the \$250 deposit.

Program/Event: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Deposit Received Date: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_

Security Deposit Contract Reviewed and Verified By:

\_\_\_\_\_  
Renter (Printed Name and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Contact – Reviewer

\_\_\_\_\_  
Date