



**Mount Sterling Community Center**  
 164 East Main Street  
 Mt. Sterling, Ohio 43143  
 Phone: (740) 869-2453  
 www.mountsterlingcc.org

## MSCC RENTAL AND BUILDING USE APPLICATION

**Name** \_\_\_\_\_

**Address:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SERVICE AREA:** (check one)

**In-Service Area** (you have a Mt. Sterling address or an 869 phone number): \_\_\_\_\_

**Non-Service Area** (you do not have an 869 phone exchange): \_\_\_\_\_

### EVENT INFORMATION

Date & Time Requested: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Type of Event/Description: \_\_\_\_\_

ROOM	In-Service Area Fee	Non-Service Area Fee	RENT?	HOURS RENT	FEE
<b>Conference Room:</b> (1 to 4 Hours)	\$50.00	\$80.00			
<b>Multi-Purpose Room: (per hour)</b>	35.00/hr	65.00/hr			
<b>Sewing Room:</b> (1 to 4 Hours)	\$50.00	\$80.00			
<b>Youth:</b> (has game equipment; 1 to 4 Hours)	\$50.00	\$80.00			
<b>YOUTH ROOM DEPOSIT:</b> 1 to 4 Hour Use is \$50.00 per use for service area; \$80.00 per use for non-service area. Deposit of \$100.00 for service and non-service area—refundable if facility left as found. Lessee shall be responsible for any damages that exceed the security deposit held by the Center.					
<b>Gym Rental</b>					
• Receptions, Parties, Banquets, Fund Raisers	\$45.00/Hour	\$75.00/Hour			
• Benefits	\$15.00/Hour	\$30.00/Hour			
• Business/Professional Organization	\$75.00/Hour	\$100.00/Hour			
<b>GYM DEPOSIT:</b> pay a deposit of \$150.00—refundable if facility left as found. Lessee shall be responsible for any damages that exceed the security deposit held by the center.					
<b>Kitchen Rental</b>					
• Warming Kitchen	\$25.00	\$50.00			
• Full Service Kitchen	\$200.00	\$300.00			
<b>FULL-SERVICE KITCHEN DEPOSIT:</b> Deposit for service and non-service area is \$200.00—refundable if kitchen left as found. Lessee shall be responsible for any damages that exceed the security deposit held by the center.					
<b>Other Rentals</b>					
• Organizational Youth Sports	\$20.00/Hour				
• Organizational Adult Sports	\$30.00/Hour				
• Classes (Fee Based): <i>Room Designation Based on Activity and Class Size</i>	\$25.00/Hour				
<b>Youth and Sports Organizations:</b> pay a deposit of \$50.00—refundable if facility left as found. Lessee shall be responsible for any damages that exceed the security deposit held by the Center					
<b>TOTAL FEE:</b>					

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **MSCC RENTAL REGULATIONS**

Rental fee for minimal kitchen use includes use of oven for warming, plug-ins for crock pots and roasters, refrigerators, freezer, ice machine and sinks.

Rental fee for full service kitchen includes use of all kitchen equipment, supplies, and appliances.

## **REGULATIONS**

1. You must complete and return Rental Application with the required deposit(s) a minimum of six (6) weeks in advance of the event.
2. Payment in full must be made a minimum of four (4) weeks prior to event.
3. Only the area(s) assigned for your event may be used.
4. Any damages occurring during your rental time are your responsibility.
5. Absolutely no alcohol, drugs or weapons are permitted on the property.
6. Tobacco use is not permitted inside the Center and attached foyer. A receptacle for cigarette residue is available outside the facility.
7. Profanity is not permitted.
8. Please use discretion in the selection of your music.
9. Kitchen area must be left clean if used.
10. You may choose to use the dinnerware provided by the Center and provide your own napkins and table covers – tables are 60 inches diameter and seat eight people. Six and eight foot tables are available for buffet use. If you are using paper goods, you will be responsible for providing all of them.
11. Decorations are to be taped to tables ONLY. Please remove all tape from tables after use. All tables should be cleared off when event is completed.
12. Please be ready to leave at the time agreed upon.
13. If events are cancelled, please let the Center Director know as soon as possible. Cancellations made within ten (10) days of the event will be charged a cancellation fee equal to 100% of the deposit.
14. All other arrangements such as bringing in special tables or chairs must be approved by the Center Director and arrangements made for their removal at the end of the event. Microphone setup will be done by the event custodian.

## **MSCC BUILDING and RENTAL USE AGREEMENT FOR PROGRAMS and/or SERVICES**

I, \_\_\_\_\_ (the Registrant), expressly agree to abide by the regulations of the Mt. Sterling Community Center, its affiliated organizations and sponsors. In consideration of the Center accepting the Registrant to participate in Programs and/or Services, I hereby release, discharge and/or otherwise indemnify the Center, its successors and assigns, related companies, insurers, attorneys, directors, officers, employees, agents and independent contractors, including the owners of the facilities utilized for the Programs and/or Services, from any and all claims, whether legal, equitable, administrative or otherwise, whether brought by or on behalf of the Registrant, as a result of the Registrant's participation in the Programs and/or Services.

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**Registrant's Signature**

**Date**

## **POLICY FOR MSCC KITCHEN USE**

At least one representative from group using the kitchen will meet with a MSCC staff member for an orientation of the use of the kitchen, supplies and equipment. Persons using the kitchen will abide by the stipulations of this kitchen policy. Any non-compliance will be cause for a non-refund of the kitchen use deposit.

1. Good hand washing technique should be used by all kitchen workers while working in the kitchen or serving food. Gloves are available as needed, but are not to be used to replace hand-washing.
2. Ice from the ice machine must be scooped with a scoop provided - no other utensil is to be used. Ice scoop is to be left in the provided container and NEVER left inside the ice machine, per health department regulations.
3. All equipment, utensils, dishes, and other kitchen supplies must be cleaned after use and stored away as found. All items used must be completely dry before storage.
4. Settings on equipment must not be changed or adjusted.
5. If using the walk-in cooler or freezer, make sure that the doors are closed securely and the lights are turned off. Clean the floor or shelves of any spills that may occur.
6. The 100 cup coffee pot and carafes are not to be submersed in water or placed in the dishwasher. Rinse them with hot water and leave the lids loose after drying.
7. All dishes, pots and pans, etc. must be rinsed after use in the garbage disposal sink—the three tub sink is to be used for dishwashing only. Dishes and utensils, etc., must be washed in compliance with soap and sanitizer provided by the MSCC.
8. Dishcloths and towels are provided and should be placed in the laundry basket after use.
9. All trash will be bagged and taken to the dumpster by the event custodian.
10. Mopping of liquid spills and sweeping will be completed by the event custodian.
11. Malfunction or breakage of any equipment or supplies must be reported to the assigned MSCC staff person immediately.