

MSCC RENTAL AND BUILDING USE APPLICATION

Name: _____

Address: _____ City _____ Zip Code _____

Contact Phone Number: _____ Email: _____

Date & Time Requested _____ Type of Event _____

Number of People Expected to Attend: _____

Service Area: Mt. Sterling Address or -869- Telephone Exchange _____

Non-Service Area: _____

Room Rented	Hours Rented	Fee Total
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A. Conference Room _____	_____	_____
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\$50.00 / two hour minimum and \$25.00 each additional hour for service area

\$80.00 / two hour minimum and \$40.00 each additional hour for non-service area.

B. Sewing Room _____	_____	_____
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\$50.00 / two hour minimum and \$25.00 each additional hour for service area

\$80.00 / two hour minimum and \$40.00 each additional hour for non-service area.

C. Youth Room _____	_____	_____
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Deposit _____

\$45.00/hour for service area; \$60.00/hour 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.

D. Multi-Purpose Room _____	_____	_____
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\$45.00/Hour for Service Area; \$75.00/hour for non-service area

Portable Hot Buffet Use \$50.00

E. Gym _____	_____	_____
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Deposit _____

	Service Area	Non-Service Area
1. Receptions, Parties, Banquets, Fund Raisers	\$55.00/Hour	\$85.00/Hour
2. Benefits	\$15.00/Hour	\$30.00/Hour

All of the above 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.

3. Organizational Youth Sports-----\$20.00/Hour

4. Organizational Adult Sports-----\$30.00/Hour

Youth and Sports Organizations 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.

F. **Kitchen** _____

Deposit _____

Warming Kitchen Fee: \$25.00 per use service area; \$50.00 per use non-service area.

Full Service Kitchen Fee: \$200.00 per use service area; \$300.00 per use non-service area. Tablecloth Rental \$8.00 per piece. 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.

TOTAL FEE _____

If my application is approved, I agree to follow the rental policies and fees for use of the Mt. Sterling Community Center.

Signature _____ **Date** _____

**MOUNT STERLING COMMUNITY CENTER
Room Rental Payment and Receipt**

1. Received Payment of: \$ _____ By: _____
Check # _____ Cash _____ Date _____ From _____

2. Received Payment of: \$ _____ By: _____
Check # _____ Cash _____ Date _____ From _____

3. Received Payment of: \$ _____ By: _____
Check # _____ Cash _____ Date _____ From _____

4. Received Payment of: \$ _____ By: _____
Check # _____ Cash _____ Date _____ From _____

5. Received Payment of: \$ _____ By: _____
Check # _____ Cash _____ Date _____ From _____

6. Received Payment of: \$ _____ By: _____
Check # _____ Cash _____ Date _____ From _____

Deposits Refunded:

1. Amount Refunded: _____ Date: _____ Check #: _____
Mailed Date: _____ OR Picked up in Person By: _____ From: _____
Date: _____ ID Source: _____

1. Amount Refunded: _____ Date: _____ Check #: _____
Mailed Date: _____ OR Picked up in Person By: _____ From: _____
Date: _____ ID Source: _____

MSCC RENTAL REGULATIONS

See MSCC Rental and Building Use Application Form for Fees

Rental fee for minimal kitchen use includes use of oven for warming, plug-ins for crock pots and roasters, walk-in cooler, walk-in 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 70 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 rules of the Mt. Sterling Community Center, its affiliated organizations and sponsors. In consideration of the Center accepting the Registrant to participate in the 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.

Registrant 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.

