



**MONROE
COMMUNITY
SENIOR CENTER**

FACILITY RENTAL APPLICATION

276 Sky River Parkway ~ P.O. Box 602
Monroe, WA 98272
mcsc.org

MCSC Contact: Candace Ranz
Phone: 360-794-6359 ~ **Email:** info@mcsc.org

Applicant Name Phone

Address

City	State	Zip
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Email

2nd Responsible Person Phone

Event Date Day of Week

Time: from _____ to _____
(You must include time to do your own set up & cleanup.)

Type of Activity:	Estimated Attendance
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ROOMS RESERVED

(Rooms used will be limited to those specified on this application)
*Damage deposit secures your date, remaining balance due before event.

ROOM	RATE	HOURS	Non-Profit & MCSC Member rate	TOTAL
Main Hall	\$55/Hour		\$45/Hour	\$
Kitchen	\$150 flat fee		---	
Meeting Rooms (Small and Large)	\$25-\$35/Hour		\$15-\$25/Hour	
Subtotal	---	---	---	\$
Damage Deposit*- (Refundable)	\$250	---	Returned within 30 days after the event	\$250.00
Total Balance Due	---	---	---	\$

The undersigned hereby makes application to the MONROE COMMUNITY SENIOR CENTER, and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant or Organization and agrees that the applicant has received, reviewed, understands and will observe the Policies and Procedures contained herein. Applicant agrees to exercise the utmost care in the use of the Center and to waive, release, absolve, indemnify, defend, and hold harmless the MONROE COMMUNITY SENIOR CENTER and its employees from all liability resulting from the use of said facility. Applicant further agrees to reimburse the MONROE COMMUNITY SENIOR CENTER for any damage from the applicant's use of the facility.

APPLICANT SIGNATURE

DATE

Date-	Deposit paid by-	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Credit	<input type="checkbox"/>	Cash
Date-	Balance paid by-	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Credit	<input type="checkbox"/>	Cash

Office Notes:

Facility Rental Rules and Regulations

__BOOKING

1. The Center is available for use from 4:00pm to Midnight Monday-Friday, 7:00am-midnight on Saturday and 2:00pm-midnight on Sunday. MCSC activities take precedence.
Renters must have everything cleaned up and be off the premises by Midnight.
2. A completed and approved facility rental application and a \$250 refundable damage deposit are required before the facility may be booked (no phone reservations accepted). A copy will be provided to renter.
3. Facility rental must be paid in full before the event. NSF checks will incur a \$25 charge.
4. *Damage deposit checks are cashed on receipt at the time of facility booking.*
5. The damage deposit check will be available for pickup at the Center 6 business days after event.
6. Any damages or extensive cleaning incurred will result in the forfeiture of all or part of the damage deposit.
7. **RENTERS MUST INCLUDE THE TIME TO DO THEIR OWN SET UP AND CLEAN UP IN THE REQUESTED RENTED TIME. You cannot enter the building before your start time!**
8. Renters are responsible for anyone leaving the function under the influence of alcohol and are responsible for knowledge of Washington State Liquor Laws as they pertain to their event. It is illegal to serve alcohol to anyone under 21 years of age.
9. If serving alcohol, a copy of the Banquet Permit is required at least 3 days prior to the event. Permits can be obtained on the Washington State Liquor and Cannabis Board website.
10. NO ALCOHOLIC BEVERAGES OUTSIDE THE BUILDING.
11. For your protection, you may wish to obtain Public Liability Insurance while on Center property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agency can assist.

__CANCELLATION

1. The renter may cancel this Rental Agreement up to 15 days in advance of the date of use by email or telephone notice given to the Rental Agent at the email address or telephone number stated herein. In such event MCSC shall refund the deposit and fees to the renter.
2. If the renter cancels this Rental Agreement with less than 15 days to the planned date of use, the renter forfeits \$100. If the renter does not give timely notice of cancellation and fails to use the Building, the Center may retain the deposit as liquidated damages.

__EXPECTATIONS

1. Named applicant is responsible for supervision of all persons participating in rental event. Children must be supervised at all times.
2. Renters accept the Center in its present condition and shall maintain the premises in a clean and sanitary condition.
3. Sparklers, rice, birdseed, confetti and glitter are not permitted inside or outside the building. No balloons are to be released outside. DO NOT use smoke machine or pyrotechnics.
4. No nails, pins, tacks, staples or tape are to be used on ceilings, walls, windows and furniture. Existing hooks and Command strips may be used.
5. NO SMOKING ALLOWED IN THE BUILDING.
6. Outside doors in the Main Hall must be closed when music is played.
7. Music must be off by **10 p.m.**
8. **NO LOUD NOISE OR MUSIC. FAILURE TO KEEP VOLUME AND SUBWOOFERS AT A CONSIDERATE LEVEL WILL RESULT IN FORFEITURE OF THE ENTIRE DAMAGE DEPOSIT AND A REPORT TO THE MONROE POLICE DEPARTMENT.**
9. Complaints from neighbors will result in the forfeiture of all or part of the damage deposit.

Facility Rental Rules and Regulations

___EQUIPMENT

1. Renters are responsible for set-up and take down. Tables and chairs are not to be dragged on floor.
2. Use of Center equipment requested by renter must be approved by the facility manager prior to the event.
3. The pianos, drum set, sound system, bingo machine, steam table and coffee bar are NOT to be moved without prior arrangements.
4. Please treat the Sound System as if it were your own – if it is damaged you **will** be charged for it.

___KITCHEN (if rented)

1. Make sure the kitchen is kept clean; wash all surfaces, counters, sinks, and utensils used. Clean floors, sink drains, and appliances used.
2. If the dishwasher is used, be sure that it is emptied and turned off before leaving.
3. If oven, stove, or griddle are used, be sure that they are clean and turned off before leaving.
4. All spills must be cleaned up and damp mopped (use water only)
5. Only clear liquids may go down the kitchen drains (grease, rice, mashed potatoes, etc... clog plumbing).
6. Please do not wash mop head in dishwasher.

___CLEAN-UP

1. Remove all your decorations and balloons.
2. Floors must be swept and/or mopped.
3. Patio area should be cleaned and free of damage to decorations and plants.
4. Put all trash and recyclables in the proper containers in the parking lot. Receptacle keys are located in the Janitors closet. **If receptacles are too full to be locked, renter must take trash off site.**
5. Renter must set-up Main Hall according to diagram provided.
6. **NO CLEAN UP SHOULD BE REQUIRED BY MCSC STAFF.
A cleaning fee will be charged if Center is not clean!**

___BEFORE YOU LEAVE

1. It is the responsibility of the applicant to do a walk-thru of the facility to insure these regulations have been followed.
2. Fill out and sign the “rental cleanup checklist” and place it in the black, spinning file folder at the front desk.
3. If any cleaning and/or repairs are required, the renter will forfeit all or part of the damage deposit. Any replacement/repair above the damage deposit will be billed to the renter.
4. Any time used exceeding the time reserved will be deducted from the damage deposit.

Note: The MONROE COMMUNITY SENIOR CENTER reserves the right to change or cancel any part of a use agreement and related scheduling of facility. MONROE COMMUNITY SENIOR CENTER shall have no liability for loss or additional expenses or inconveniences caused by weather or for any other reason. The MONROE COMMUNITY SENIOR CENTER is not responsible for personal property.

**Failure to comply with any of the Facility Rental Rules will result in forfeiture of the entire damage deposit.
I acknowledge that I have read, understood and will adhere to these rules.**

Signature

Date

Revised 9/2018