

ROOM/BUILDING RENTAL AGREEMENT

When renting a room or the entire building, a non-refundable deposit of \$25 (this deposit will be applied toward the cost of the rental) plus a refundable cleaning deposit of \$50 per room, \$100 if serving food or \$100 for entire building will be required.

The following items will need to be completed in order for your deposit to be applied towards the rental fee:

- Vacuum and/or sweep the floors if necessary
- Trash cans should be emptied and trash bags placed in dumpster outside the building. New trash bags are kept under the sink in the kitchen or in the janitor's closet.
- If your rental includes the kitchen, clean and put away any used dishes, wipe down all cabinets and wipe out sinks. Cleaning products are kept under the sink or a staff member will get the necessary cleaning products from the janitor's closet. Used dish towels can be left in a stack on the counter.
- If you use the whole building, it may be necessary to do basic cleaning in the restrooms such as trash pickup, flushing toilets, etc.
- DO NOT put any adhesive material on the wall that could cause damage.
- DO NOT put nails in the wall
- DO NOT leave unused items in the refrigerator unless cleared with the staff
- If any stains are left on the carpet and MCC staff is unable to remove with industrial cleaning supplies, the cleaning deposit will be retained towards rental of an industrial carpet cleaner.
- If the entire building is used, all trash must be picked up and appropriate trash cans emptied.

IF YOU DO NOT CLEAN UP AFTER YOURSELF, YOU'RE CLEANING DEPOSIT WILL BE RETAINED IN ADDITION TO THE ENTIRE FEE. THE DEPOSIT WILL BE APPLIED TOWARDS THE ENTIRE FEE IF THE BUILDING REMAINS IN GOOD CONDITION.

I understand it is my responsibility to follow the clean up procedures as outlined and insure the room/building is left in good condition.

Signature

Deposit Amount Paid

Date Paid