

**Mansfield Community Center**  
**Rental Policies and Rental Agreement**  
**Reservation and Use of the Mansfield Community Center Facilities**

Individual rooms or combination of Mansfield Community Center (MCC) rooms may be reserved and scheduled for use by a person or organized group. Such scheduling is on a ‘first come, first serve’ basis and is handled through the Director’s office. When scheduling facilities, the beginning and ending times must be listed, please factor in set-up and clean-up time.

With exception of use by certain groups as outlined by these guidelines, individual rooms are rented at a ‘cost per hour’ as set forth below. *Any portion of an hour will be considered a full hour when computing amount due for use of the facility.* Unless other arrangements have been made with the Executive Director of MCC, payment for scheduled use of the facility will be due **prior** to the scheduled use of the facility.

MCC may be rented in its entirety. However, there may be occasions such as a post graduation dance or a ‘lock-in’ following an evening school or church function where the facility may be reserved and used following normal open hours. These will be ‘closed’ events. The Community Center Board will handle scheduling and renting of the Community Center for these events on a one-by-one basis.

**Deposits Due at the Time of Scheduling:**

- \$25 Non-Refundable (Will be applied to the cost of rental)
- \$100 Refundable Cleaning Deposit (Only refundable if room is left in the same condition as when you arrived\*)
- \$100 Refundable Equipment Usage (Includes tables, chairs, and kitchen items such as flatware)

There will be a **\$25 non-refundable deposit** due at the time of scheduling to reserve the room (**this \$25 deposit will be applied toward the cost of the rental**). There will be an **additional \$100.00 refundable cleaning deposit** due at the time the room is scheduled. (If the room is left in the same condition as when you arrived, the deposit shall be returned to you) **\*If the room / facility is not left in the condition in which it was rented to you, MCC will charge \$10.00 per hour, per person to finish the cleaning obligations (see page 3) left undone by the renting party.** A \$100 refundable equipment usage deposit is due for the use of tables, chairs, and kitchen items, such as flatware.

***When renting any single room for gatherings, please, remember you have rented only one room. Room rental does not include the use of the lobby, the game tables, the play area, other rooms, (except restrooms), or the gymnasium.*** Use of the entire facility will require a daily usage fee for each non-member in addition to any rent or deposits. MCC daily usage rates are: \$2.00 for students, \$4.00 for adults. Those with current memberships will not be assessed an additional daily fee.

There are two kitchen areas in MCC – one (1) major facility off the ‘Turner Room’ and one (1) minor facility off the ‘youth room’. These are considered separate from the adjoining rooms and can be rented as an addition to the room(s) rented if such facilities are desired. There will be a flat fee of \$25.00 charged for the use of either kitchen on top of any rental or deposits for a room. **If the renting party is using a caterer and the kitchen is used for the majority of food preparation or for more than warming already prepared dishes, an additional \$30 per hour will be charged.**

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Any misuse or breakage of MCC property during the scheduled use of the facility by a person or group is the responsibility of that person or group. The cost of repair or replacement of broken or damaged property will be kept out of the deposit providing all other rental conditions have been met. If the damages equal more than the deposit amount, the difference will be billed to the renting party.

**The costs for renting the facilities of the Mansfield Community Center are:**

**TURNER / YOUTH / AEROBICS ROOMS:**

\$30 PER HOUR w/2 hr minimum charge required not to exceed a maximum charge of \$150 per day

**ADJACENT KITCHEN:**

\$25 PER DAY PER KITCHEN / \$30 PER HOUR for caterer usage (see above)

**GYMNASIUM:**

\$75 PER HOUR not to exceed a maximum charge of \$400 per day

**WHOLE FACILITY: ONLY AVAILABLE AFTER HOURS –**

\$300 flat fee for the first six (6) hours with an additional charge of \$30 per hour exceeding six (6) hours

**Also available for rent:**

- 1) Public Address System (PA) for \$25.00 flat fee
- 2) Sno-Cone Machine for \$25.00 flat fee
- 3) Projector for \$25.00 flat fee

The Director has the right and authority to deny the use of any facility of the Mansfield Community Center to any person or group for cause. The Director also has the authority to eject or deny access to any person, persons, or group that is not behaving in accordance with socially expected and accepted 'normal' behavior. This includes, *but not limited to*, anyone who is suspected or is under the influence of drugs or alcohol, loud, boisterous, and/or profane language, rowdiness, property destruction, misuse of property, and/or not complying with Community Center rules and guidelines or the Community Center Director or staff's instructions or directions.

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**CLEANING DEPOSIT REFUND REQUIREMENTS AND RENTER RESPONSIBILITIES**

The following items will need to be completed in order for the \$100 cleaning deposit to be refunded to you.

**For EACH room rented:**

- Tables and chairs should be wiped down, folded, and stacked against the wall after your event has ended.
- Vacuum and/or sweep the floors.
- Trash cans should be emptied and trash bags placed in dumpster outside the building.
- Please replace liners, new trash bags will be hanging on the handle of the drum.
- DO NOT put any adhesive material on the wall that could cause damage. Please, remove any tape (Scotch tape only) left on walls, tables, etc.
- DO NOT put nails or thumbtacks into any walls.
- DO NOT leave unused items in the refrigerator unless cleared with MCC staff.

**If your rental includes the kitchen:**

Cleaning products are kept under the sink or a staff member will get the necessary cleaning products from the janitor's closet.

- Wash and put away any used dishes, and small appliances including coffee makers, electric mixers, microwave, etc.
- Wipe down all cabinets and wipe out sinks.
- Used dish towels can be left in a stack on the counter.
- Sweep and mop

**If you use the whole building:**

- Check bathrooms to be sure all trash is picked up and all toilets have been flushed.
- Trash must be picked up throughout building and appropriate trash cans must be emptied.

By signing this agreement, I testify that I understand it is my responsibility to follow the clean up procedures as outlined and insure the room/building is left in good condition. By signing I agree that I have been given a tour of the facility and understand the obligations put forth by MCC and its staff. I understand that if I do not meet the cleaning obligations put forth in this rental agreement that I will be charged \$10 per hour, per person to finish the cleaning obligations left undone by the renting party.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
**Renting Party Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**MCC Representative Signature**

\_\_\_\_\_  
**Date**

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**RENTAL INVOICE:**

**RENTER'S NAME:** \_\_\_\_\_

**DATE OF RESERVATION:** \_\_\_\_\_

<u>DESCRIPTION</u>	<u>FEE</u>	<u>x QTY</u>	<u>= AMOUNT</u>
<b>DEPOSITS</b>			
Non-Refundable Rental Deposit	\$25	1	\$25
Refundable Cleaning Deposit	\$100	1	\$100
Equipment Usage Deposit	\$100		
<b>RENTAL FEES</b>			
Kitchen	\$25 each		
Turner/Youth/Aerobic	\$30/hr		
Caterer Use Kitchen	\$30/hr		
Projector	\$25		
Public Address System	\$25		
Sno-Cone Machine	\$25		
		<b>TOTAL BALANCE DUE:</b>	

Deposit Amount Paid	Date	Payment on Balance	Date	Balance Due