

MACC Rental Agreement

I have read and understand all guidelines, rules, and policies pertaining to the MACC. I personally agree to adhere to the policies along with the group or organization I represent. I also agree to be responsible for any and all damages to the building, property and/or equipment while occupied by myself and/or my organization and/or guests. In addition, I agree indemnity and hold harmless to my organization and myself and/or guests as a result my conduct or the conduct of my organization and/or guests.

I am authorized to sign this agreement for myself and/or organization I represent. I further understand that **NO RESERVATION WILL BE CONFIRMED UNTIL THIS AGREEMENT IS SUBMITTED WITH THE TOTAL AMOUNT OF RENT PLUS DAMAGES DEPOSIT.** (Payable to the Maxwell Area Community Center MACC)

****PLEASE MAKE NOTE---** The Daycare play area in the back is a PRIVATE SPACE and is NOT an area that you or your guests should be entering.

Name: _____ Phone (Home) _____

Address _____ (Work/cell) _____

City _____ State _____ Zip _____

Email _____

As of 1-1-2017, we no longer allow early set up the day/evening before. Unless a \$50 early set up fee is paid. We also do not allow items to be placed at the MACC before your rental, food or decorations, etc.

Reservation Date _____ Time(s) _____

Organization (if applicable) _____

Type of activity _____

Space Reserved: Dining Room _____ Great Hall _____ Kitchen _____ Board Room _____ (full or half)

Round Tablecloths _____ Long Tablecloths _____ Chair Covers _____ Privacy Trellis _____

Bar/Tables _____ Center Pieces _____ Burgundy Chair Sashes _____

Building Rent Due _____ Paid _____ Date _____ Amount _____

Add on Rentals Amount Due _____ Paid _____ Date _____ Amount _____

Damages Deposit \$300 (same for any space) Paid _____ Date _____ Amount _____

I understand that I am responsible for any damages or missing items at the MACC. Failure to take out garbage, excessive garbage, thermostats not set, doors unlocked, and tables not wiped down or put away, or using a space that you did NOT contract for - **WILL result in the forfeit of my Damages Deposit.**

Signature (renter) _____