**Mattole Valley Community Center**

**Ongoing Activity Rental Agreement**

\_\_\_\_\_ I have completed and agree to the procedures described below.

Title of Activity/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am the responsible party. Here is my contact information:**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule:** I request the following schedule, including clean up and set up:

Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly? \_\_\_\_\_\_\_\_\_\_\_\_ Ongoing until \_\_\_\_\_\_\_\_\_\_\_\_\_

Set up time:\_\_\_\_\_\_\_\_ Start Time:\_\_\_\_\_\_\_\_\_\_ End time\_\_\_\_\_\_\_\_\_\_ Clean up time:\_\_\_\_\_\_\_\_\_

Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly? \_\_\_\_\_\_\_\_\_\_\_\_ Ongoing until \_\_\_\_\_\_\_\_\_\_\_\_\_

Set up time:\_\_\_\_\_\_\_\_ Start Time:\_\_\_\_\_\_\_\_\_\_ End time\_\_\_\_\_\_\_\_\_\_ Clean up time:\_\_\_\_\_\_\_\_\_

Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly? \_\_\_\_\_\_\_\_\_\_\_\_ Ongoing until \_\_\_\_\_\_\_\_\_\_\_\_\_

Set up time:\_\_\_\_\_\_\_\_ Start Time:\_\_\_\_\_\_\_\_\_\_ End time\_\_\_\_\_\_\_\_\_\_ Clean up time:\_\_\_\_\_\_\_\_\_

Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly? \_\_\_\_\_\_\_\_\_\_\_\_ Ongoing until \_\_\_\_\_\_\_\_\_\_\_\_\_

Set up time:\_\_\_\_\_\_\_\_ Start Time:\_\_\_\_\_\_\_\_\_\_ End time\_\_\_\_\_\_\_\_\_\_ Clean up time:\_\_\_\_\_\_\_\_\_

**Fees:**

I agree to pay $1 per person OR 10% of gross proceeds, whichever is greater. The fee is paid using the envelopes and lock box on the wall in the hallway. Write Activity/Event name, Date, Number of Participants, and Total Money in envelope on the outside of the Envelope. Use cash or check made out to MVCC.

**Clean Up and Rules:**

I agree to the following rules and any other rules laid out in separate documents (See attached instructions):

* No smoking within 20 feet of windows or doors.
* Clean tables.
* Put away tables and chairs.
* Close and lock all windows: hall, bathroom and kitchen.
* Place garbage and recycling in cans/bins.
* Sweep floor.
* Mop floor, if needed.
* Turn off heat.
* Turn off lights.
* Turn off ceiling fans.
* Lock back and side doors (button side-to-side). Do not leave by either door – doors will unlock if opened.
* Lock front door (button side-to-side). Close securely.
* Please notify Morgan if supplies are running low or maintenance is needed.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_