**Mattole Valley Community Center**

**Facilities Rental Information and Procedures**

**1. General Use**

The code for the front door is obtained from the MVCC rentals manager once all agreements and paperwork have been turned in.

**Doors and Codes:** When you are finished using the facilities, make sure that the back, side and front door locks have the buttons in the “locked” position – horizontal (side to side). The back and side doors will unlock if you push down on the handle after setting the button to lock. You can lock the front door before leaving. Push the door hard to close so the latch will engage.

**Enforce the smoking policy:** Smoking is not allowed within 20 feet of all doors and windows of the building. If you decide to embrace more strict smoking rule for your specific event, please be prepared to post needed signs. A smoking area sign is located in the back store room and should be placed strategically for your event (away from main areas, children’s play area, and down-wind).

**NEVER leave the building open** if there is no responsible person from your group physically on the premises. If you need to leave the premises for any period of time, you must lock the building.

**The building should be left in the same or better condition than you found it.** Be prepared to remove all of the trash and recycling associated with a special event. Ongoing classes which do not generate much trash may leave trash and recycling in the provided containers. Be sure to use the cleanup/checkout list each time to be sure you have cleaned and closed the building up properly. Because the space is used daily, this helps the rental manager figure out who to go to if an issue arises where something is broken, left open or not clean.

**Thorough cleanup is very important**. This is a well-used community space with events happening every day. If there needs to be additional cleaning after your event, you will be charged $100 per hour for this.

**You will be held liable for undue damage** that may occur to the facilities during your rental period. You should have liability insurance under your home- owners policy to cover such an eventuality. For very large events, you may be required to obtain a special event endorsement with $1 million coverage via your homeowner’s insurance.

**2. Kitchen Use**

You may store food and beverages in the refrigerator during the rental period, and one day prior if the kitchen fridge is available. Do NOT leave anything of yours in the refrigerator when you are done as it will be discarded. If you use the stove or oven, follow the posted directions on lighting the pilots. All pilots on the top of the stove, including those under the metal grill plate, **must** be lit any time the gas is turned on, otherwise propane leaks into the kitchen. Remember to **turn off the propane at the main valve after you are done** using the stove (follow the posted directions on how to do this). This is very important to prevent propane leakage into the building, which poses a hazard of explosion!

**3. Grounds Use**

Please leave the grounds clean. Pick up your trash and recyclables and remove them from the premises right after the event. Open fires are NOT permitted on the grounds.

**4. Table and Chair Use**

The tables and folding chairs belong in the southwest corner storeroom (to your left as you face the rear door). They must be clean and neatly stored so they are accessible for the next group wishing to use them. Padded chairs are kept at the rear of the main room and may be stacked. Do not leave any chairs outside.

**5. Sound System and Stage Lights**

The MVCC sound system and stage lights may only be used with a technician authorized by the MVCC (Charlie Solo 707-629-3625 or Dan Rathbun 510-459-7320). You will need to make arrangements with one of them, and pay a fee for these services.

**6. Cobb Oven and BBQ pit**

The MVCC Cobb Oven and BBQ pit are fire risks. They may be used **only with permission** from the MVCC board. Please be sure to have the hose out with a fire nozzle attached. DO not leave the oven or BBQ unattended while fires or hot coals are present. When you are done, be sure there are no coals or hot surfaces remaining. If you have not used the Cobb Oven or BBQ pit before, please ask for assistance as it does take some skill and practice to work them properly.

**7. Deposit Refund**

A deposit may be required. The amount is calculated based on projected risk and wear on infrastructure. The amount returned to you will depend on the condition of the facilities when inspected by the MVCC rental person after the event.