



POLICY REGARDING CENTER-APPROVED ACTIVITIES OFFERED BY INDEPENDENT PARTIES

Main Street Community Center will allow activities offered by community organizations and businesses to be held at the Center subject to the following conditions:

- (1) All fees set by the organization or business be collected by that entity.
- (2) The organization or business sign an annual "use" agreement with the Center
- (3) Meetings must be held at least quarterly. One-time rentals will not be allowed.
- (4) Payment is made monthly to the Center in accordance with the following fee schedule for the facility:

<u>Day of the Week</u>	<u>Hours</u>	<u>Non-Profit Rate</u>	<u>For-Profit Rate</u>
Monday-Friday	9:00am-3:00pm	\$15 per hour	\$20 per hour
Monday-Friday	3:00pm-10:00pm	\$20 per hour	\$25 per hour
Saturday	8:00am-10:00pm	\$20 per hour	\$25 per hour
Sunday	8:00pm-10:00pm	\$20 per hour	\$25 per hour
Maximum Charge		\$100 per day	\$150 per day

Use of supplies and / or equipment will incur an additional charge.

The renter must give one month's notice of cancellation of activity, or the renter will pay the regular fee.

A deposit of one month's rental fee will be required when the lease agreement is signed for all Center-Approved activities that begin after the approval date of these changes or when new agreements are signed in April/May (for activities already held at the Center).

The length of rental agreements will not exceed one year from the date of the activity's commencement.

MSCC may request that a renter cancel his/her activity, with at least one month's notice from MSCC, due to a special event planned by MSCC. No arrangements will be made by MSCC to find another venue for said activity and MSCC will not provide tables/chairs/etc. for any displaced activity.

No rentals will displace or disrupt scheduled Center activities, programs, or events.

Main Street Community Center

Rental Inquiry Information

Organization / Business Name	
Contact Name	
Contact Phone number	
Contact email	
Is your organization operated for profit?	YES NO
Where have you previously held activities?	
Please provide contact information for this location.	
When do you need use of our facility?	
Frequency of use?	
How many people do you anticipate will attend this event?	
Will you need access to the front doors, or can all people enter through the back door?	
Please indicate which of our materials or supplies you anticipate using:	
Tables – square / 4 person	
Tables – rectangular / 6 person	
Tables – round / 5 -5 6 person	
Speaker & microphone	
Projection screen	
Projector	
Kitchen access	
Sink	
Stove	
Refrigerator	
Drink dispensers	
Utensils	
Towels	