



Renters Rules & Regulations Packet

Maryville Community Center



MARYVILLE COMMUNITY CENTER RENTERS RULES AND REGULATIONS

All prices and policies are subject to change.

- Maryville Parks and Recreation is not responsible for accidents, injury, illness or loss of group or individual property.
- Maryville Parks and Recreation requires proof of insurance coverage for rentals, including services, rental companies and other outside contractors. Requirement of coverage is \$1 million commercial liability insurance naming City of Maryville and Maryville Parks and Recreation as additional insured.
- Renter/Client may use only those rooms and/or equipment specifically designated on the rental agreement. Agreements are non-transferable
- Renter/Client with on-going reservations may reserve rooms for up to six (6) months at a time, with a maximum rental of one (1) day per week, and two (2) rooms per reservation, and not lasting longer than three (3) hours each.
- A \$100.00 refundable security deposit is required for class room reservations, \$100.00 is required for the large meeting and a \$200.00 deposit for court areas (room and court deposits will double if admission is charged or alcohol served). An additional alcohol deposit is required if serving alcohol and/or charging admission of double the regular deposit rate. Renter/Client are required to pay for the security deposit with a credit card/check or cash at the time of reservation. There will be a charge taken out of your deposit if damages or policy violations occur. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and Maryville Parks and Recreation, if necessary, will assess additional charges. Any additional charges will not exceed the cost of the repair or the replacement of the damaged items. The renter/client will be notified of any violations or damages by telephone or mail.
- Payment for facility rental must be made seven (7) days prior to your event. Renter/Client are required to pay 100% of the deposit fee at the time of reservation. (Reservations are not secured without a deposit).
- During inclement weather, cancellations will be accepted if called in accordance with Maryville Parks and Recreation and Maryville School District weather (snow or tornado warning) policy. All scheduled rentals cancelled due to inclement weather may be rescheduled, space permitting. No refunds will be given.
- Renter/Client whose cancellation is made more than ten (10) weeks prior to their event will receive a full refund. A \$5.00 processing fee will apply. See cancellation policy for additional information regarding cancellation fees.
- The Maryville Community Center/National Guard Armory is designated as the Emergency Operation Center for the MONG in Northwest Missouri. In case of emergency (flood, tornado, guard activation etc.) the Missouri National Guard Armory may be activated. The Renter/Client would be notified and a full refund would be granted.
- Maryville Parks and Recreation Staff will be present at the Community Center during all rentals/events. A \$20 per hour fee per Maryville Parks and Recreation Staff member, will be added the Renter/Client's final bill if the renter/client is in the Community Center is in the facility after normal business hours. Maryville Parks and Recreation Staff shall have the right to enter all rooms at any time during scheduled events.
- Maryville Parks & Recreation does not provide linens for rentals.

- Maryville Parks and Recreation shall furnish light, heat, air-conditioning, general room set-up and janitorial services incidental to ordinary building usage. Room temperature is kept at 68 degrees. The Renter/Client shall be responsible for all decorating, set up and other special preparations necessary for the event (as approved). It is the responsibility of the Renter/Client to inform Maryville Parks and Recreation of all equipment, caterers, or other special needs or uses prior to the event (i.e., deliveries, extra tables, chairs etc.). Such requests must be made twenty-one (21) days prior to the event in order to allow time for consideration and approval. Storage facilities are not available for Renter/Client's use. Note: Lighting under track cannot be turned off, but may be covered with approved material
- Any decorating, covering, or changes to the facilities should be discussed at the time of the rental application and be put in writing as part of the permit. Scotch tape or masking tape use is allowed, but must be removed following the event. No duct tape, nails, staples, screws, etc. are allowed for use on tables or other equipment/facilities. Only drip-less candles are permitted. The use of confetti in any form (paper, birdseed, rice, metallic cutouts, glitter, etc.) is prohibited. If used, your deposit will be forfeited. Placement, relocation, or rearrangement of equipment other than tables and chairs is not permitted.
- The serving or consumption of alcohol on the premises will be allowed under the following conditions:
 - 1) Caterers/Alcohol providers must obtain the appropriate Missouri Liquor License in order to serve alcohol.
 - 2) Those using the facility must comply with City, County and State laws and ordinances.
 - 3) The City reserves the right to refuse a permit to any individual or group.
 - 4) No alcoholic beverages will be allowed outside the Community Center.
 - 5) No glass containers may be used.
 - 6) Renter/Client and Invitees may not bring their own alcoholic beverages.
- Any function where alcohol is served will require additional security at the cost of the Renter/Client. Extra security will be required due to the nature of the event and/or the size of the group. On behalf of the Renter/Client, Maryville Parks and Recreation may be able to make arrangements to supply a Public Safety Officer for the event. A fee of \$50 per hour per officer will be charged for this service.
- The Renter/Client must clear all tables of debris; teardown tables and chairs, pick up all trash, remove decorations, and dispose of all food. Additional cleaning by facility staff will be billed to Renter/Client.
- The Renter/Client is responsible for taking down all decorations as well as throwing away any trash from decorations or from the event. All decorations left will be discarded, so be sure to double-check everything before you leave. All trash shall be placed in dumpsters north of the gymnasium. Removal of decorations or additional clean up required by Maryville Parks and Recreation staff will be billed to the Renter/Client.
- Bands/DJs must depart at the designated time on your contract. Renter/Client will be charged for any additional time past your scheduled departure time. Maximum time allowed is until 12:00 a.m. on Friday and Saturday. Maximum time Sunday through Thursday is 10:00 p.m. Renter/Client will be charged for all hours the room is being used, including decorating and clean-up time. Failure to vacate the facility at the conclusion of the event will result in an additional \$25.00 for every 15 minutes before or after the stated contract time. No pyrotechnics or fog machines are allowed in the Community Center.
- Caterers/ DJs are also required to sign the outside vendor sheet and abide by all the policies.
- An adult at all times must supervise groups composed of youth ages eighteen (18) and younger. Security is required for all teen parties at the cost of the renter.
- Smoking is not permitted anywhere inside the Community Center. Gambling is prohibited.
- Animals (except Seeing Eye dogs) are not permitted in the Community Center unless part of an authorized program.
- Any group or person (renter/client/invitee) violating the established Maryville Parks and Recreation Community Center Rules and Regulations, or constituting a nuisance, may be requested to leave the Community Center. The misuse of the Community Center will be sufficient reason for terminating the agreement with no refund.

ROOM CANCELLATION POLICY

If circumstances arise that would cause the cancellation of your event, a cancellation fee will be assessed. The group will also be responsible for, and assess, any and all costs incurred by Maryville Parks and Recreation up to the point of cancellation. The fee schedule for a cancellation is as follows:

If event is cancelled: MPR keeps

9 weeks from event.....	10% of the total amount
8 weeks from event.....	15% of the total amount
7 weeks from event.....	25% of the total amount
6 weeks from event.....	40% of the total amount
5 weeks from event.....	50% of the total amount
4 weeks from event.....	60% of the total amount
3 weeks from event.....	75% of the total amount
2 weeks from event.....	85% of the total amount
1 week from event.....	90% of the total amount
Week of event.....	100% of the total amount





MARYVILLE COMMUNITY CENTER RESERVATION FORM

Contact: _____

Group /Organization: _____

Address: _____

City/State/Zip: _____

Phone Number: (H)_____ (W)_____

Purpose / Event: _____ #Attending _____

Event Date: _____ Reservation Times: _____

*Include set-up and clean-up

Event Starting Time: _____

Area(s) Reserved: _____

GENERAL RULES & GUIDELINES:

- The Community Center rooms may be reserved up to one year in advance of the date the reservation is made.
- Community Center rooms must be reserved for a minimum of one hour.
- Persons requesting a reservation will be held responsible for destruction of property. Reservations must be made by persons 18 years of age, or 21 years of age if liquor is served.
- After 7 days, no room can be held or reserved without proper payment.
- A security deposit is required for all rentals. VISA/MC credit card, check or cash may be used for security deposit at the time of reservation.
- A \$5.00 service fee will be charged for room transfers or cancellation.
- Some cancelled reservations are subject to cancellation fees. Please refer to the cancellation fee policy.
- All rental groups will be charged an additional fee for the cleaning service.
- All rental groups must depart the building at their contract time or an additional fee will apply.
- Maryville Parks and Recreation reserves the right to reject any and all requests.
- The caterer cannot enter the Community Center until the time designated on the client's agreement. The client will be charged \$25 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
- Absolutely no confetti of any kind (paper, birdseed, rice, metallic cutouts, glitter, etc.) is allowed inside the Community Center.
- Only drip-less or votive candles are allowed inside the building.
- The client is the contact person for the event, not Maryville Parks and Recreation.

FEES: Attach Fee Schedule

RESERVATION	\$ _____
SET-UP / CLEAN-UP	\$ _____
DEPOSIT	\$ _____
MISC. CHARGES	\$ _____
TOTAL DUE	\$ _____
AMOUNT PAID	\$ _____
BALANCE	\$ _____

Signature _____

Date _____

Form of Payment:	<input type="radio"/> Cash	<input type="radio"/> Check # _____	<input type="radio"/> VISA	<input type="radio"/> MC
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**MARYVILLE COMMUNITY CENTER
RENTAL RATES/FEEES**

Rental Rates

<i>Class Rooms 1 & 2</i>	\$20/hr. max \$125 per day		
<i>Large Meeting Room</i>	\$30/hr. max \$200 per day		
<i>Gymnasium Areas</i>	\$30/hr. –per court	\$75/hr. – 3 Courts	
	\$750/day (3 courts)	\$850/day (3 courts & track)	
<i>MPR Staff (After Hours)</i>	\$20/hr.		
<i>TV/VCR Rental</i>	\$10/event	<i>Podium</i>	\$10/event
<i>PA System</i>	\$10/event	<i>Internet Hookup</i>	\$10/event

Set Up Fee

Table/Chairs \$65 per hour

Note: Set up and Tear down takes approximately one hour per court.

Tear Down Fee

\$65 per hour

Clean Up Fees

<i>Room/Court</i>	\$20/event (1 room)
	\$50/event (1 courts)
	\$100/event (2 court)
	\$150/event (3 courts)

Note: Clean-up fee includes sweeping and operating floor scrubber at the conclusion of the rental. Renter is responsible for all other clean up.

SECURITY DEPOSITS

ALL DEPOSITS DOUBLED IF ALCOHOL IS SERVED OR ADMISSION IS CHARGED

Basic Security Deposits

Class Room	\$100	<i>50 Tables</i>
Large Meeting Room	\$100	<i>250 Chairs</i>
Gymnasium Area	\$200	

Table Measurements

Height 2’6 3/8 “
Width 2’7”
Length 6’1”

CALCULATING RENTAL FEE

(not all items apply)

Rental Rate of \$ _____ per hour x _____ hrs. =	\$ _____
Set-up Fee (Based on the number of rooms or courts)	\$ _____
Security Officer(s) \$50 per hour/officer x _____ hrs. =	\$ _____
Security Deposit per event	\$ _____
TV/VCR Rental \$10 per event	\$ _____
Podium Rental \$10 per event	\$ _____
Internet Hook-up \$10 per event	\$ _____
Copies \$.25 per copy x _____ copies	\$ _____
Clean up fee (Based on the number of rooms or courts)	\$ _____
TOTAL RENTAL COST	\$ _____