



# Facility Rental Agreement

## Rules and Regulations

A fee of \$20.00 an hour with a 3 hour minimum is required for each event scheduled. In addition, a \$60.00 deposit is required when the facility key is picked up by the Member.

Renter must be a McPherson Co-Op Credit Union member in good standing, at least 21 years of age, and be responsible for the building key. The Credit Union member must be present at the scheduled event.

Renter is responsible for providing any supplies needed, including food, beverage, table service, etc.

Use of this basement is limited to social and recreational activities. Rental will not be for profit-motivated commercial enterprises. Renter also agrees to use the premises for lawful purposes.

Any prospective renter may cancel a previously agreed upon rental at any time. In the event a rental is cancelled more than 24 hours before it is scheduled, the entire rental charge will be returned.

***This is a non-smoking and alcohol free building.***

### BASEMENT CHECKLIST:

1. Sweep floors (vacuum is in the media closet, Northwest corner)
2. Take trash to outside bin located at the northeast corner of the parking lot (please do not use back door)
3. Wipe down tables & chairs
4. Lock front door when leaving premise
5. Return building keys the following business day or in our night drop located in the drive thru (please use envelope provided)
6. Do not use tape on the walls
7. Do not park in the drive thru lane

*The undersigned hereby agrees to comply with the rules for use of the facilities. I understand in signing this permit for the key, I assume all responsibility for seeing the building is left in a clean and presentable condition. I also assume responsibility and liability for all persons in attendance, damage to the building or its contents, and the grounds. I further agree this agreement is non-assignable. I also understand if the building is not left in a clean and presentable condition, funds will be collected from my credit union account to cover the charges.*

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Initial \_\_\_\_\_ I have received a copy of this agreement.

***By signing above, I agree that the main building entrance will be locked prior to me leaving the premises. If I fail to do so, an additional \$30.00 inconvenience fee will be charged.***

Phone Number \_\_\_\_\_

Key # \_\_\_\_\_

Date Requested \_\_\_\_\_

Total Amt Due \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_