



## Building Rental Cost and Payment Information

### 1. Security Deposit

- ❖ A \$50 security deposit is required at the time of reservation for all rentals.
- ❖ The security deposit is a separate, independent fee from the building rental costs.
- ❖ The Mix @ Arbor Place reserves the right to retain the security deposit in the event that the facility has been damaged or left in an unacceptable manner.
- ❖ Providing all guidelines have been followed, the security deposit will be returned in the form of a check within 30 days of the rental. This will be sent to the applicant ONLY.
- ❖ In the event of a cancellation the security deposit will NOT be returned.

### 2. Rental Fees

- ❖ 1-4 Hours: \$65 per hour
- ❖ 5+ Hours: \$50 per hour

### 3. Payment

- ❖ Payment of the security deposit along with the signed *Building Rental Request Form*, will guarantee the date and time of desired rental.
- ❖ Full payment is due no later than 1 week prior to the rental.
- ❖ The Mix @ Arbor Place reserves the right to cancel a rental if full payment is not received on time. In addition, the renter will forfeit his/her security deposit.
- ❖ Payments may only be made in the forms of cash or money order. No personal checks will be accepted.
- ❖ Additional fees may be assessed for damages to the facility or failure to leave the facility in an acceptable and clean manner.

Security Deposit=		\$50
Rental Cost=		
Other=		
Total Cost of Rental=		

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OFFICE USE ONLY



## **Building Rental Agreement and Guidelines**

1. Facility Staff
  - ❖ A staff member from The Mix @ Arbor Place will be present during the rental and seated at the front desk.
2. Renter
  - ❖ Renter must be 21 years of age or older and provide proof of identification through a driver's license or state identification.
3. Entrances and Exits
  - ❖ Doors to the facility will only be unlocked once the renter is present. Renter must remain at the facility for the duration of the rental.
  - ❖ All guests are to use the main door when entering or exiting the building.
  - ❖ The side door off of the rental room may only be utilized at the beginning and end of the rental for the purposes of bringing items in and out of the building.
4. Facility Usage
  - ❖ Rentals are for the following rooms only: Multi-Purpose Room, Kitchen and Restrooms. These rooms are all located on the first floor. At no point should guests be found in unrented areas of the building including the first and second floors.
  - ❖ Rentals requesting additional space need to contact the Executive Director.
  - ❖ No more than 125 guests are permitted in the building during the rental.
  - ❖ The kitchen is available ONLY for the set-up and serving of food. Use of appliances is prohibited. Service of food and beverages must end at least ½ hour before the stated ending time of the rental. Renters may use designated area in the refrigerators to store cold items. Renters have full access to ice machine located in the kitchen.
  - ❖ Food and beverages may only be consumed in the multi-purpose room.
  - ❖ The Mix @ Arbor Place will provide 15 rectangular tables and 3 round tables. All tables seat a maximum of 6 people.
  - ❖ The Mix @ Arbor Place will provide 125 red folding chairs.
5. Parking Lot

- ❖ The Mix @ Arbor Place will provide full access to our parking lot which includes our basketball court, 18 designated parking spaces and 1 designated handicapped parking space. Cars may only be parked in designated parking spaces. Double or triple parking is NOT prohibited.
  - ❖ All drivers park at his/her own risk.
  - ❖ The Mix @ Arbor Place will help in escorting non-guests/public out of the parking lot if the need arises.
  - ❖ Renters are fully responsible for cleaning the parking lot at the end of the rental.
6. Decorations
- ❖ The use of glue, tacks and nails are prohibited on all walls, ceilings and doors.
  - ❖ Packing tape is highly recommended for wall decorations.
  - ❖ The use of candles and incense is prohibited.
  - ❖ Renter is responsible for removing all decorations at the end of rental.
7. Alcohol
- ❖ Alcohol is NOT permitted on the premises; including the parking lot.
  - ❖ THIS IS TAKEN VERY SERIOUSLY.
  - ❖ If alcohol is found, the rental will immediately be stopped. All guests will be asked to leave the property. In addition, the renter will forfeit his/her security deposit.
8. Illegal Substances or Activities
- ❖ Illegal substances or activities are NOT permitted on the premises; including the parking lot.
  - ❖ THIS IS TAKEN VERY SERIOUSLY.
  - ❖ If illegal substances are found or illegal activities occur, the police will be notified and the rental will immediately be stopped. All guests will be asked to leave the property. In addition, the renter will forfeit his/her security deposit.
9. Smoking
- ❖ Smoking is NOT permitted on the premises; including the parking lot.
  - ❖ Those wishing to smoke need to step onto the sidewalk outside of the property and dispose of the trash appropriately.
  - ❖ Any cigarette butts found on the premises will cause the renter to forfeit his/her security deposit.
10. Music and DJ's
- ❖ The Mix @ Arbor Place is a faith-based organization. ONLY clean and edited versions of music may be played in the facility.
  - ❖ DJ's must provide his/her own sound equipment.
  - ❖ DJ's take on full responsibility for any damage to or loss of equipment.
  - ❖ The Mix @ Arbor Place will NOT be held responsible for DJ equipment.

11. Bounce House

- ❖ The use of a bounce house is not prohibited.

12. Facility Maintenance

- ❖ Renter agrees to take reasonable precautions against damage to the facility.
- ❖ Renter agrees to report any known damage to a staff member immediately.

13. Clean Up

- ❖ Renter is responsible for set-up, tear down and clean up of the facility.
- ❖ Renter agrees to wipe down tables, chairs and countertops.
- ❖ Renter agrees to sweep and mop floors including the multi-purpose room, kitchen and restrooms.
- ❖ Renter agrees to sweep and remove all trash from the parking lot.
- ❖ Renter agrees to remove trash from the building and place in containers along the side of the building through the kitchen door exit.
- ❖ The Mix @ Arbor Place will supply renter with items needed for cleaning the facility.
- ❖ Renter agrees to return all tables and chairs to the original arrangement.
- ❖ Renter agrees to remove all items brought into the building. Items left will become property of The Mix @ Arbor Place.