



Mid-County Community Center Building Usage

Main Hall	Per hour
Non-Member	\$100.00
Member	\$ 75.00
PA System (Amp w/wired mic & stand only)	\$ 25.00
Security deposit (any area)	\$250.00

Setup and cleanup times of 1 hour total allowed at no charge.

Consideration may be made for groups under 30 people or groups using the building on a regular basis.

Other fee arrangements may be made for community service related functions, or for other organizations with similar missions' to MCCC, at the discretion of the MCCC Board of Directors. Community enhancing programs and partnerships will be evaluated separately based on community benefit.

Responsibilities of the party using the building

1. Turn off the ceiling fans and all lights when leaving the building.
2. Properly secure the building at exit; lock all exterior doors and ensure all windows are closed.
3. If the kitchen area was used, check to make sure all stove burners and ovens are off.
4. Clean up after the event. Cleaning supplies are kept in the storage closet off the kitchen. The building must be left in the condition it was when you arrived. If cleaning is required, the cost of janitorial services will be deducted from the Security Deposit.
5. Remove and dispose of own garbage. Trash liners are located in the storage closet.
6. Art objects throughout the building, particularly in the Main Hall are not to be moved.
7. Telephones are for local use only.
8. The piano shall not be moved or used without permission.
9. Return chairs and tables in the Main Hall to original setting.
10. Smoking is not allowed in the building (state law), or within 25 ft. of building entrances.
11. Alcohol beverages are not allowed in the building, exterior area, or parking lot.
12. Glitter and glitter producing items are not allowed in the building, exterior area, or parking lot.
13. Complete a building Check Out list at the time of exit, to ensure the building is closed correctly and securely.

As the stewards of these facilities, the Board of Directors, reserves the right to deny use of the building to any individual or group for any reason, at its discretion.



MID-COUNTY COMMUNITY CENTER
 A Non-Profit Organization serving Midland, Summit and Surrounding Areas
 10205 - 44TH Ave E, Tacoma, WA 98446 ~ Phone: (253) 531-8412

Building Use Agreement

Date _____ By _____

Name of Individual or Group: _____

Address: _____ Phone: (____) _____

Contact person: _____ Phone: (____) _____

Date of Use: _____ Time: _____ To: _____

Purpose of Use: _____ Time: _____ To: _____

Area(s) of Use: _____ Main Hall _____ Kitchen _____ PA System _____ Craft Room _____ Downstairs

(12) 8 ft. tables _____ (4) 6 ft. tables _____ (60) straight back chairs _____ (35) folding chairs _____

Special Considerations: _____

Security Deposit: \$ _____ Date Received: _____ By: _____ Check # _____

Total Use Fee: \$ _____ Date Received: _____ By: _____ Check # _____

Key Issued To: _____ Phone (____) _____ Date: _____

Check in and briefing by MCCC representative _____ Date: _____

Check out by MCCC representative _____ Date: _____

Date key Returned: _____ By: _____

Damage: Assessment: _____

_____ Date: _____ Assessed Fee: \$ _____

Security deposit

A security deposit is required for building use and must be paid when arrangements are made for the use of the building. This deposit, less any assessed cleaning or damage fees, will be returned after the building has been inspected and the key has been returned. The key is to be returned the next business day after the use of the building. Individuals or groups using the building are liable for all damages to building and/or property exceeding the amount of the security deposit. Additional cleaning of the facilities due to property use will be billed at \$20 per hour, and assessed damages will be billed at \$20 per hour, or the actual cost of the skilled work, whichever is higher.

Cancellation policy

Scheduled use may be canceled up to two weeks in advance with no cost to the building user. Cancellation after that date will result in forfeiture of the security deposit, or rental use fee, whichever is lower.

Responsibilities of the party using the building.

1. Turn off the ceiling fans and all lights when leaving the building. Properly secure the building.
2. Lock all exterior doors when leaving the building and close any open windows.
3. If the kitchen area was used, check to make sure all stove burners and ovens are off.
4. Clean up after the event. Cleaning supplies are kept in the storage closet off the kitchen. The building must be left in the condition it was when you arrived. If cleaning is required, the cost of janitorial services will be deducted from the Security Deposit.
5. Remove and dispose of own garbage. Trash liners are located in the storage closet.
6. Art objects throughout the building, particularly in the Main Hall are not to be moved.
7. Telephones are for local use only.
8. The piano shall not be moved without permission and shall be used carefully with adult supervision at all times.
9. Return chairs and tables in the main Hall to original setting.
10. Smoking is not allowed in the building (state law).
11. Alcohol beverages are not allowed on the premises. Violation will result in immediate removal from the premises and loss of all monies.
12. Glitter and glitter producing items are not allowed in the building, exterior area, or parking lot. If glitter is evidenced, it may incur a cleaning fee of \$100, or charged at per hour rates, whichever is higher.

The board of Directors reserves the right to deny use of the building to any individual or group.

Special Conditions

Signature of Agreement

I have read, understand, and agree to the terms and conditions for use of the Mid-County Community Center.

Signed by _____ Date _____

Person responsible for building use

Signed by _____ Date _____

MCCC representative