

**MENTOR HEADLANDS COMMUNITY CENTER
RENTAL AND USE AGREEMENT**

Person or Name of Organization: _____

Person in charge of function & responsible for the building and grounds:

Name: _____

Address: _____

Phone: _____

E-mail: _____

Small Room Large Room

Member Non-member

Will the person who is designated as the person in charge be present during your function? Yes

Date of Contract:

Date of Use:

The Board of Trustees must regulate and control the property to the best interests of MHCC membership. It is to this end that this application is to be submitted by you. You must be 21 years old or older and have valid state identification matching your address as listed above. Use of the building constitutes acceptance of all conditions outlined in this agreement and in the Mentor Headlands Community Center Rules and Regulations. Rooms used are to be returned to the arrangement and condition found before your function. MHCC trustees assume no liabilities for injuries or casualties or damages incurred by renters or their guests.

Amount of Rent

Security & Cleaning Deposit*

Membership New Renew

Total Due

On Deposit

Balance Due at time of rental

Refunded Amount if applicable*

Initial:

Key Received _____

Key Returned _____

Make checks and money orders payable to MHCC.

**The minimum security and cleaning deposit may be between \$100 and \$300 depending on the rental type and membership.
Deposits may take up to twenty-eight days pending approval.*

Signature of Renter _____

Authorized Trustee: Warren Parks _____

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It is the right of MHCC trustees to rescind contracts with or without notice in the event of extenuating circumstances.

Mentor Headlands Community Center, 9096 Lake Overlook Dr., Mentor, OH 44060 PH 440-257-9723
Trustee: Warren Parks 9086 Lake Overlook Dr., Mentor, OH 44060, PH 440-257-3649

Rev: 05/26/17

MENTOR HEADLANDS COMMUNITY CENTER RULES, REGULATIONS

1. Keys to the building may be picked up after 9:00 AM on the day of the rental at the rental chairperson's residence unless special arrangements have been made to pick them up earlier or at a different location. MHCC closes at 1:00 AM. The building is to be cleaned and all persons are to be out of the building at that time.
2. Rent is to be paid in advance or when picking up the key to the building. In addition to rent, the House Committee Chairman will require a deposit of \$100 to reserve your date. The deposit is non-refundable if the rental is cancelled. This deposit will be refunded after inspection of the building and return of the door key. All, or part of the deposit could be retained for failure to comply with any of these rules and regulations. Additional cleaning fees may be requested if the building requires extra cleaning or repair. Refunds could take up to seven days or longer.
3. No one under the age of 18 is permitted in the building without adult supervision. The applicant is responsible for providing adult supervision at all times during the full rental period. Safety of all guests is the responsibility of the person in charge as indicated on the contract. The building and grounds are rented at your own risk. MHCC trustees or members will not be held accountable for negligence.
4. Toilet tissue, paper towels, trash can liners, cleaning supplies and any other consumables are to be provided by the renter of the building. Please report any damage or problems to the House Committee Chairman when returning the door key. Re-line trash cans with appropriate trash can lines prior to inspection.
5. Leave the heat on during the winter with the fan on auto and return heat thermostat to 60 degrees. When the air conditioning is used, you may set the thermostat to desired temperature, but after use the air conditioning thermostats are to be returned to the off position and the fan should remain on auto.
6. Rental for profit has a separate rate.
7. Tables and chairs are not permitted outside of the building.
8. Please do not allow anyone to sit or stand on tables. Please do not allow anyone to stand on chairs. (Please note the placement furniture for re-stacking after your rental).
9. Please refrain from putting tape, tacks, staples and other forms of adhesives and fasteners on the walls, furniture and fixtures. If it becomes absolutely necessary to secure anything to the walls, furniture or fixtures there must not be any signs that this has been done at the time of inspection.
10. The mini gaming table, (pool, Foosball, ping pong etc...) and the mini basketball hoops are for rent and require a separate rental agreement. They are not to be used unless a contract is signed.
11. The brown panels on the walls are for sound deadening purposes only. They are fragile and we ask that renters do not hang decorations on them, lean objects against them or throw objects at them.
12. The driveway alongside the building is a fire lane and must not be blocked!
13. The person signing the rental agreement is ultimately responsible for all rules, regulations and cleaning.
14. MHCC trustees will do their best to clear the driveway and walkways of snow and ice during the winter months. But, the person signing the rental agreement is responsible for keeping the driveway and walkways clear of snow and ice during their rental period. MHCC will pay for the first plowing. If additional plowing is necessary during your rental period, it will be charged against your deposit.
15. Page three of this contract is a cleaning checklist and is considered part of the agreement, rules and regulations. Please use it to ensure the building has been properly cleaned and is ready for inspection.

I have read the facility Rental and Use Agreement and I fully understand and hereby agree to abide by all the rules and regulations as stated.

Name _____ Date _____

Mentor Headlands Community Center, 9096 Lake Overlook Dr., Mentor, OH 44060 PH 440-257-9723
Trustee: Warren Parks 9086 Lake Overlook Dr., Mentor, OH 44060, PH 440-257-3649

MENTOR HEADLANDS COMMUNITY CENTER CLEANING CHECKLIST

1. Stack all tables and chairs. See photos on the bulletin board in the small meeting room for verification of placement. Stack tables in the main hall along the south wall in 3 stacks no more than 10 high each. **See the sign on the wall by the windows for stacking chairs.** Chairs and tables are to be stacked properly for safety and inventory reasons.
2. Remove any tape, tacks, staples or other forms of adhesives and fasteners from the walls, furniture and fixtures.
3. Return heat thermostats to 60 degrees settings during the winter. During summer months air conditioning thermostats are to be returned to off position if used. All fans should remain in auto position.
4. Flush and clean all toilets.
5. Remove all refuse from the building and place it in the dumpster in the southeastern corner of the parking lot. The dumpster has two sides. Please do not overfill one side only. Please flatten all boxes. Re-line all trash cans with new, appropriately sized trash can liners.
6. Sweep floors in any rooms that were used including hallway, rest rooms, outside entranceways and patio. Sweep entrance mats by the doorways. Push brooms are hanging in the hall near the rest rooms. A vacuum is located in the furnace room next to the range in the small meeting room. Clean the smoking areas outside the main entranceways. A labeled slotted spoon is located on the coat rack to assist in removing cigarette butts.
7. Check the parking lot for broken bottles, cans and other debris that may have resulted from your function.
8. Mop all areas that were used, especially where food or beverages may have been spilled and where mud or dirt may have been tracked into the building. Mops and a scrub bucket are in the furnace room next to the cooking range in the small meeting room. The sink in the furnace room is for mop water and must be cleaned after dumping mop water. The door to this room is always unlocked due to safety reasons.
9. Close and lock all windows in the rest rooms, main hall and small meeting room if they were used.
10. Turn off all lights except the light that is above the sink in the kitchen and is marked "Please leave this light on."

Note: This checklist is provided for the convenience of the renter. It is a checklist of items that will be focused upon during inspection and does not release the renter from abiding by any of the Rules and Regulations listed on page 2 of the Rental and Use Agreement.