



City of McMechen
325 Logan Street, McMechen, Wv 26040
Phone: 304-232-3140 | Fax: 304-232-3149

Rental Information

Renter Name: _____

Address: _____

Organization (if applicable): _____

Contact Phone Number(s): _____

Email Address: _____

Date and Times Requested: _____

Event/Group/Reason for Usage: _____

Venue: ☐ Gym ☐ Riverview Park ☐ Cafeteria

Rental Fees

The City of McMechen rental charges:

- \$40 (per hour) for athletic practice (each player **must** sign a gym waiver).
- \$200 (for 4 hours) for parties, showers, and similar events.
- \$400 (for 4 hours) for events sponsored by an organization or a business.
- \$700 (starting at 6 pm the night before and ending at 11 pm on the night of the event) for a Wedding
- \$40 (per hour) for each additional hour
- \$200 (for weekends and holidays) for the Riverview Park for city residents
- \$250 (for weekends and holidays) for the Riverview Park for non-residents
- \$100 (Monday-Thursday) for the Riverview Park for city residents
- \$150 (Monday-Thursday) for Riverview Park for non-residents
- \$100 (for 3 hours) for the cafeteria at the City Building
- **\$150 for clean up after the event, this will be added to the final total.**

Conditions of Use

1. A Facility is not considered rented until (1) Renter delivers to the City of McMechen the Rental Information and Conditions of Use form, rental fee, and all signed waiver forms by those using the facility or presents record of liability on behalf of the renter for use of the facility; and (2) the City of McMechen, in its sole discretion, approves such rental in writing. **IF YOU DO NOT USE YOUR RENTED SITE AT YOUR INTENDED TIME, RENTAL FEES WILL NOT BE RETURNED NOR MOVED TO ANOTHER TIME.**
2. A person who is at least eighteen (18) years of age must sign this agreement. The person who signs this agreement on behalf of a corporation, non-profit, or any other organization must be legally authorized to bind the organization in a contractual agreement. And at least one person over the age of eighteen must be present in the gym at all times of the rental agreement.

3. If renter owes the City of McMechen any fees or fines, those must be paid in full before rental of the gym.
4. Renter is responsible for ensuring all doors leading outside are closed and locked, all trash is taken outside and placed in designated area, floors swept, messes cleaned up, all lights are turned off, the kitchenette area is to have all perishable food renter has brought in as part of the rental removed and that the facility is to be left **in the same condition** as it was upon beginning of rental time.
5. At no time are persons using the gym to be on the stage or running the halls of the city building during use of the facility. Renter is responsible for managing all persons in this manner and ensuring they stay within the gym space during use.
6. **No inflatable pools allowed at Riverview Park.**
7. **No alcohol permitted, unless the renter can provide insurance coverage for the event.**
8. **No fireworks are permitted.**
9. Renter shall be responsible for any and all damage to the facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, renter shall be charged for any and all janitorial and/or repair fees incurred by the City of McMechen.
10. Gambling of any kind is not permitted at the facility.
11. Smoking is not permitted at the facility.
12. User is responsible for setting up and taking down all chairs and/or tables that are used.
13. **YOU MUST EXIT THE BUILDING WHEN YOUR TIME IS UP.** (If you rent the gym until 2, you must walk out the door at 2. Any clean up, cool down time etc., must be done during your rented time.)

Signature

I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all the rules, regulations, and conditions of use.

Signature: _____

Print Name: _____

Date: _____

PLEASE CALL 304-232-3140 TO HAVE THE GYM OPENED. **THE POLICE WILL COME AS SOON AS THEY ARE ABLE.** WHEN YOU ARE FINISHED, CALL THE NUMBER TO HAVE THE GYM LOCKED BACK UP.

CITY OF MCMECHEN USE ONLY

Venue: Gym _____ Riverview Park _____ Cafeteria _____

Rental fee _____ Deposit _____ Total paid _____

Deposit return: Approved _____ Disapproved _____

Date _____ By _____