



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

## **Rental Information**

Renter Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date and Times Requested: \_\_\_\_\_

Event/Group/Reason for Usage: \_\_\_\_\_

Venue:         McMechen City Pool                       Gym                       Riverview Park

## **Rental Fees**

The City of McMechen rental charges:

- \$25 (per hour) for the gym for athletic practice (each player must sign a gym waiver).
- \$150 (for 4 hours) for the gym for parties, showers, and similar events.
- \$300 (for 4 hours) for the gym for events sponsored by an organization or a business.
- \$550 (from 6 pm the night before and ending 11 pm the night of the event) for the gym for a Wedding
- \$35 (per hour) for each additional hour for the gym
- \$200 (for 3 hours) for the McMechen City Pool
- \$200 (for weekends and holidays) for the Riverview Park
- \$75 (for week days) for the Riverview Park
- **\$150 deposit that will be returned upon approved inspection of the venue.**

## **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.

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. 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 as a result of damage or excessive cleaning, and if a damage deposit has been taken by the City, these fees will be deducted from the deposit.
7. Gambling of any kind is not permitted at the facility.
8. Smoking is not permitted at the facility.
9. Alcohol is not permitted at the facility unless proof of liquor insurance is submitted. (A special event liquor insurance may be purchased by local agents. Otherwise contact the City of McMechen office for information on how to purchase this insurance).
10. User is responsible for setting up and taking down all chairs and/or tables that are used.

### 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 aforementioned rules, regulations and conditions of use.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

#### CITY OF MCMECHEN USE ONLY

Venue being rented: City Pool \_\_\_\_\_ Gym \_\_\_\_\_ Riverview Park \_\_\_\_\_

Rental fee \_\_\_\_\_ Deposit \_\_\_\_\_ Total paid \_\_\_\_\_

Deposit return: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_