

READ BEFORE SIGNING

Application for use of Morgan County Resource Center

DATE _____

The undersigned does hereby make application to use the designated facilities and does further agree to pay all fees, costs, expense and related items set forth and does further agree to abide by the policies approved by the Board of Food for Morgan County, as attached hereto and incorporated herein/
(Please print)

Name: _____

Address: _____

Telephone: Home _____ Cell _____

Type of Function: _____

Number of people at function: _____

Dates and times requested: (This paperwork to rent and the damage deposit (\$50-\$300 must be completed at least one week in advance to rental date. If a 24 hour cancelation notice is received to 573-789-7473, deposit will be refunded. Items that the renter needs should be provided to Food for Morgan County at the time of deposit and return of this completed agreement.)

Date: _____ From _____ a.m. to _____ a.m.
_____ p.m. to _____ p.m.

Application is not effective until approved by the Board of Food for Morgan County and may not be assigned.

Food for Morgan County

Renter

Insurance: (yes or no)

___ Liability insurance is available through a policy held by renter's organization which will list Food for Morgan County as an additional insured if anything happens requiring a claim. A certificate of insurance is being provided.

Check rooms you wish to use:	Hourly rate	Daily rate
___ Kitchen rental	\$15.00	\$150.00
___ Community room	\$10.00	\$100.00
___ Waiting room	\$10.00	\$100.00
___ Distribution room	No hourly rate	\$300.00
___ All 4	No hourly rate	\$800.00

REGULATIONS GOVERNING THE USE OF THE MORGAN COUNTY RESOURCE CENTER

In order to establish control concerning the use of the Morgan County Resource Center by outside groups the following regulations shall apply:

SECTION 1. An application for use of the facilities shall be filed with Food for Morgan County who shall schedule the use of the resource facilities. Food for Morgan County and other groups that lease office space shall have priority over all other activities.

SECTION 2. Food for Morgan County shall have the right to cancel a reservation or refuse a request for the use of the facilities at any time if they decide it is in the best interest of the resource center.

SECTION 3. No apparatus or equipment shall be brought into the building without prior approval.

SECTION 4. No fee shall be charged for admission to any function held in the building except with special permission from the Food for Morgan County Board of Directors.

SECTION 5. Food for Morgan County, Inc. shall at no time and for no purpose surrender its control of the building. All meetings to be held in the building shall be held with the approval for use from Food for Morgan and no use of the building will be granted which may interfere with the ordinary functions and purpose of the building.

SECTION 6. The person whose signature appears on the application shall be responsible for fulfilling the provisions of these regulations. That person shall be responsible for the proper use of the facilities and the orderly conduct of the meeting.

SECTION 7. Rental of the building shall be restricted as follows:

- A. No tobacco/smoking in building
- B. No alcohol beverages on premises
- C. Adults and children must remain in assigned meeting room
- D. No decorations or signs shall be put on walls or ceilings. Banners in/on designated areas only.
- E. Table coverings shall be taped only underneath tables: not on sides
- F. All items brought in for your event including caterer's and disc jockey's supplies/equipment must be out of the building by end of scheduled time (prior approval to bring in equipment is required)
- G. Rummage sales are permitted but all unsold items shall be removed by the agreed upon rental times. No clothing racks allowed.
- H. No deep frying allowed indoors.
- I. No candles or open flames
- J. No foreign substances allowed on floor
- K. Depositing of trash in dumpster is mandatory by renter
- L. Paper products and trash bags are not furnished
- M. When tables and chairs are used, please leave in place and clean under and around them

SECTION 8. Any damages noticed or not left properly cleaned upon first entering the Resource Center should be reported immediately to Food for Morgan County. Leave message on phone #573-789-7473.

SECTION 9. Renters shall be responsible for any damage to facility and will be charged for any damages caused to the building or for any unusual cleaning that may be required.

SECTION 10. Renter is responsible for actions and damages of guests, caterers, bands, etc.

SECTION 11. Groups must agree to adhere to all rules listed and pay required charges in advance.

SECTION 12. Board of Food for Morgan County may adjust charge for use of facility based upon:

- A. Extent of use
- B. Cost of servicing the facility
- C. Community advantage arising from the use

SECTION 13. User shall be responsible for obtaining and using at all times a sound technician approved by the Board of Food for Morgan County. Unapproved persons shall not use any of the equipment belonging to Food for Morgan County.

SECTION 14. Twenty-four (24) hours cancellation notice is required for refund.

SECTION 15. The building closes at midnight or time specified on your permit.

SECTION 16. Approval/denial of security deposit will not be refunded until the Board of Food for Morgan County has approved which will be within one week of events. Any groups/individuals who fail to meet existing regulations regarding facility use are subject to forfeiture of deposit.

SECTION 17. Check list to be completed and signed before leaving the Center (all renters). Check list is printed on outside of key envelope. Pick up key by arrangement. Key is to be returned to Food for Morgan County after use. (It may be placed in the mail box near the front double doors after business hours).

SECTION 18. Fees for use of the building shall be as follows:

	<u>Hourly</u>	<u>8 a.m. to midnight</u>
Kitchen rental	\$15.00	\$150.00
Community room	\$10.00	\$100.00
Waiting room	\$10.00	\$100.00
Distribution room	No hourly rate	\$300.00
All 4	No hourly rate	\$800.00
Damage deposit	\$50 - \$200.00	\$50.00 for one room, Kitchen \$100.00

Damage deposit will be refunded if no damages are incurred.

Cleaning (fee may be waived) \$35.00 per room