MHRC, INC

Business/Organization

Reserved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #\_\_\_\_\_

E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reservation Date:\_\_\_\_\_\_\_\_ Start Time:\_\_\_\_\_\_End Time:\_\_\_\_

Description of Meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Number of attendees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rates

 Half Day(4 hours) Full Day (8 hours) Hourly

Dining Hall

(max capacity 234) $200 $400 $50

Exercise Room

(max capacity with tables 63

max capacity without tables 136) $100 $150 $18.75

There will be a $100 clean-up deposit that will be returned if room is cleaned. A separate check or cash is required.

MEETING ROOM USAGE GUIDELINES

For Rental of rooms of the MHRC, Inc., located at 706 N. Division St., a signed and completed Meeting Room Usage Agreement is required.

RESERVATION POLICIES AND PROCEDURES

* The MHRC reserves the right to re-schedule any event that conflicts with its normal activities.
* The MHRC reserves the right to deny the use of the meeting rooms to anyone.
* Full payment is due on or before the reservation date. Payment can be made in the form of a check made out to the MHRC or cash.
* Full payment is due if cancellation notice is not given at least 24 hours before reservation start time.
* Exceptions to the agreement may only be made by the MHRC staff or board.

HOURS OF AVAILABILITY

* Time of usage will be discussed and set by the MHRC.

MEETING ROOM SET-UP AND CLEAN-UP

* You may set up an hour prior to you scheduled meeting time, beginning no earlier than 7:00 am.
* Clean-up must end no more than one (1) hour after your scheduled meeting time.
* No pins, nails, tacks or other items may be stuck into the walls.
* You are responsible for the table and chair arrangement of your room, including returning the room to its original arrangement after your scheduled meeting time. Dining hall has 15 round tables and 5 square tables. Seating available seats 122 people. Activity room has 5 tables. Seating available seats 40.
* You are responsible for clean-up after your meeting. If you do not return the room to its original condition your deposit will not be returned.
* You are responsible for clean-up and removal of all food and beverage trash (outside dumpster is available) immediately following your meeting.
* Use of the dining hall does not commercial kitchen space, dishes, flatware, serving pieces or pots and pans. You are responsible for providing any of these items you will need.
* MHRC Staff and office equipment are not included in the rental of the room. Copying/faxing of meeting material will be done at the MHRC regular fee of .25 per copy or fax.
* You are responsible for paper, pens, and any other materials you might need for your event.
* Open flames candles, glitter, sparkles, confetti, etc. are not permitted in the meeting rooms.

By signing below, the business/organization or person understands that full payment must be remitted at the time the reservation is made. The business/organization or person is responsible for full payment if cancellation notice is not give at least 24 hours prior to reservation start time. The business/organization or person agrees to the above MHRC Meeting Room Usage Guidelines.

Authorized signature:

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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