



Mt. Si Senior Center

Rental Information & Policies

Rental Application Procedure

To reserve a space for a specific date, complete and submit the Facilities Request Form to Mt. Si Senior Center, as early as possible and ideally, one month in advance. Payment of 50 percent of the estimated rental fee, in the form of cash, check or money order, must accompany the application, as a deposit.

The total cost of the rental will be calculated by Senior Center staff and reported to you when your rental date is confirmed and a Rental Manager is assigned. At that time, the 50 percent deposit will become non-refundable. Final payment and a damage deposit must be made at least one week prior to the rental date.

Policies - Disallowed Uses

Alcohol and other drugs: Consumption of alcoholic beverages without prior authorization and a state Banquet License is prohibited at Mt. Si Senior Center. To request approval for alcohol use, applicants must complete an Alcohol Beverage Request Form, included in this packet.

Marijuana: Consumption of marijuana products is strictly prohibited.

Illegal substances: Consumption of illegal drugs on Center property, including buildings, grounds and parking lot, is prohibited.

Weapons: No firearms or weapons of any kind are permitted in the buildings, grounds or parking lot.

Violations of any of these prohibitions will result in the immediate cancellation of the rental event and forfeiture of the renter's damage deposit. The Center may also call law enforcement authorities.

Other: Smoking is not allowed in the building or on the surrounding walkways. The use of rice, bird seed, confetti, or any other items traditionally thrown at weddings is not allowed.

Candles: Candles are not permitted for use in decorations. With prior approval from the Center Director, candles may be allowed on birthday cakes only. All other types of open flame are strictly prohibited.

Pool Table and Piano: Neither of these items may be used, uncovered or moved during any rental event.

Rental Manager's Responsibility

A Rental Manager must be on site for all rentals. This person will be responsible for opening and closing the Center. While the Rental Manager is not responsible for assisting with setup or cleanup for the renter's event, the manager can answer questions and direct the renter to the equipment used for cleaning up after the event. The Rental Manager will also check the building after the end of the rental, prior to the renter's departure, to be certain it is in satisfactory condition. The determination of the condition of the center is entirely up to the Rental Manager.

Renter's Responsibility

All setup for an event is the responsibility of the renting party.

Cleanup is also the renter's responsibility, unless a cleanup package is ordered in advance. Renter must return everything in the Center to the condition it was before the rental. Renter must also remove all trash from the event, in bags, from the building and place the bags in the Center dumpster. Bags must not be left outside the dumpster.

The Rental Manager will determine whether the floors need to be cleaned.

_____ Initial here to indicate you have read and understood your responsibilities to the facility for your rental.

Renter Name _____

Rental Date _____

Rental Manager _____

Check-in Time _____

Check-out Time _____

Instructions

One copy of this blank checklist is to be provided to the renter upon check-in, along with the MSSC Rental Info & Policies, and MSSC Rental FAQs. The original checklist will remain with the Rental Manager. Rental Manager is to note check-in and check-out times on this form (above). Near the end of the rental period, renter and Rental Manager are to walk through the space to review the cleanup and identify any damage incurred. All issues are to be indicated on this form. Additional notes can be added if necessary. If there is damage or items are left unclean, those issues should be specifically noted.

A copy of the completed form is to be provided to the renter. Rental Manager is to submit the completed original to the Program Coordinator.

Cleanup Checklist

Multipurpose Room

- _____ Tables and countertops wiped down
- _____ Tables and chairs returned to how they were previously set up
- _____ Floors swept, or mopped (at the discretion of the Rental Manager)
- _____ All sliders and doors closed and locked, curtains closed on all sliders
- _____ All appliances turned off, all dishes washed in kitchenette, if used
- _____ Trash picked up in rental space, hallways and restrooms
- _____ Trash bagged and taken out to the dumpster

Dining Room

- _____ Tables and countertops wiped down
- _____ Tables and chairs returned to how they were previously set up, seven chairs around each table
- _____ Floors vacuumed (at the discretion of the Rental Manager)
- _____ All reception area furniture should be restored to original positions
- _____ All windows and doors closed and locked.
- _____ Trash picked up in rental space, hallways and restrooms
- _____ Trash bagged and taken out to the dumpster

Classroom

- _____ Table cleared and chairs arranged around it
- _____ Floor vacuumed (at the discretion of the Rental Manager)
- _____ Trash picked up in rental space, hallways and restrooms
- _____ Trash bagged and taken out to the dumpster

Senior Lounge

- _____ Tables cleared
- _____ Floors vacuumed (at the discretion of the Rental Manager)
- _____ All area furniture should be restored to original positions
- _____ All windows and doors closed and locked.
- _____ Trash picked up in rental space, hallways and restrooms
- _____ Trash bagged and taken out to the dumpster