



MARC

General Use Rental Agreement

Event Date: _____ Alternate Date: _____

Setup Date _____ Event Time _____ to _____

Individual _____

Group Name _____

Designated Agent in Charge _____

Phone# _____ 2nd contact # _____

Address _____ E-Mail _____

City _____ State _____ Zip _____

Area Requested

Gym _____ Theatre (1) _____ Theatre (2) _____ Community Room _____ Kitchen _____

Type of Activity _____

Number of People _____

Number of Tables _____ Number of Chairs _____

Rates: Gym and Theatre (1)	\$20.00 per hour or \$100.00 per day
Theatre (2)	\$15.00 per hour or \$ 60.00 per day
Kitchen	\$10.00 per hour or \$ 50.00 per day plus \$100 Deposit
Community Rooms	\$10.00 per hour or \$ 40.00 per day
Foyer	\$10.00 per hour or \$ 40.00 per day

I have been provided and read the MARC Building Use Rules and Regulations and agree to abide to all terms and conditions of use as stated. I understand that the City of Mt. Vernon reserves the right to accept or reject any request for rental of the facilities to any group and/or individuals. Rental fees are due one week prior to the rental date. **If payment is not received at least one week prior, the Center has the right to cancel reservation. No Refunds will be made if cancellation is not made at least 24 hours prior to event unless weather related.**

Date _____

Signature of Agent/Individual _____

Approved By: _____