

**MARC**  
Mount Vernon Arts and Recreation Center  
Use Regulations

**RESERVATION POLICY:**

Reservations are taken on a first come, first served basis. Reservations will be accepted up to two (2) years in advance. The Deposit, and completed Use Agreement will be required to secure an event date.

**RENTAL FEES:**

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.

**USE AGREEMENT:**

The use agreement must be read in its entirety and signed by the individual or groups using the Center. The individual signing the agreement is the person responsible for the actions of the rental group, In the case of an organization, the person must be the president or duly appointed agent of the organization.

**DEPOSIT INFORMATION:**

A refundable deposit is required for use of the Kitchen. This will be returned when use of this agreement ends and will be subject to facility inspection. Any damages or cleaning issues must be resolved prior to Refund of Deposit.

**ALCOHOLIC BEVERAGES AND TOBACCO:**

Alcoholic beverages and tobacco products of any type are **prohibited** in or on the premises. **NO SMOKING ON THE PREMISES.**

**FOOD SERVE:**

All food service requirements such as plates, napkins, cups, utensils, coffee, coffee filters, etc. must be furnished by the rental party.

**DECORATIONS:**

Decorations of any type may not be affixed to walls or ceiling in the community rooms. No candles with open flames are permitted.

**CAPACITY:**

The maximum capacity is listed for each room (with no furniture). The renter is responsible for ensuring these limits are not exceeded.

#### CLEAN UP LIST:

In order to have the deposit refunded, anyone using the Center must ensure the following clean up list has been satisfactorily completed in the room or area(s) used.

1. All trash must be removed from the building. The dumpster is located behind facility by the garage building.
2. All spills must be cleaned up and floor not left sticky.
3. Tables and chairs should be cleaned and left as set up when entering the facility.
4. Kitchen area must be cleaned with all food being rinsed from sinks and all surfaces wiped down.
5. Restrooms shall be orderly and left in the same condition as when event started.
6. All lights must be turned off.

#### Conduct:

Disorderly conduct in the way of drunkenness, use of unlawful drugs or narcotics, engaging in brawling or fighting, acts of indecent exposure, use of vile, obscene and offensive language or gestures or noisy conduct is prohibited in The MARC facility and its premises. The sponsoring organization/individual is responsible for conduct of its teams, players and spectators.

#### Access:

MARC personnel and representatives of the City of Mount Vernon shall have access to facility at all times.

#### Damages:

Lessee is responsible for any loss or damage occurring during the Lessee's occupancy of property for the duration of this agreement.

#### Release and Indemnification:

I/We hereby release the City of Mount Vernon and its officers, agents or employees for any injuries that I, my child may sustain during the term of this Rental Agreement, **including injuries that are alleged to have resulted from negligence on the part of the City or its employees, officers or agents.** I/We further agree to indemnify and hold harmless the City from any and all claims arising during the term of this Rental Agreement.

Applicant is responsible for any damage to the building, furniture or fixtures during your use of the community rooms, auditorium, kitchen or gymnasium.

**REMEMBER, LEAVE THE FACILITY IN AS GOOD OR BETTER CONDITION THAN YOU FOUND IT.**