

MOORCROFT TOWN CENTER BUILDING REQUEST

1. All events must be scheduled in advance and building request approved before facility can be used. A deposit of \$150 must be paid in advance and will be returned once building has been inspected after use on the next business day by the MTC Committee Chairman. Fees will be discussed and collected at time of rental.
2. A certificate of liability will be required for no less than \$500,000 before rental is approved.
3. It is the responsibility of lessor to insure lights are out when area is not being used and doors are locked after leaving.
4. **PLEASE NO FOOD OR DRINKS ALLOWED IN THE GYM WITHOUT PRIOR PERMISSION. NO STREET SHOES ALLOWED ON GYM FLOOR-ONLY CLEAN, NON-SKID MARKING SHOES TO AVOID ANY DAMAGE THAT COULD OCCUR.**
5. FOB is the responsibility of the lessor.
6. No one will be allowed to wander into other areas of the building with the exception of the area being rented/used and restrooms within the designated area. Please keep all gym equipment in the gym only.
7. Any organization using the MTC facility will assume all responsibility for any damage that occurs during use by that organization.
8. Children must be under the direct supervision of an adult at all times when accompanying the lessor.

I understand the guidelines outlined on the building request form and agree to the terms.

Organization requesting:

Contact person phone:

Date/time

requested: _____

Areas of building to be

used: _____

Tables needed ___y ___n How many if yes. _____

Chairs needed ___y ___n How many if yes. _____

Signature: _____ Date: _____

OFFICE USE ONLY		
Approved _____	Not Approved _____	Signature: _____
Fee collected: _____	Non-Profit _____ (no fee-only deposit)	
Deposit collected: _____	Returned: _____	Liability Ins: _____
Signature: _____		