

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_



# Activity Center Rental

All Events: \$500.00

Meetings (Per Hour) \$50.00

Tables and Chairs included in Rental

To Reserve Date: \$100.00 Non-Refundable Deposit  
must be paid to book date.

\$100.00 Key and Garbage Cash Deposit will be held.

Full Payment Due 30 Days Prior to Event

See Policy

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Two Contact Numbers:

Name and Number: \_\_\_\_\_

Name and Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Activity Center is located at 201 Main Street, McComb, MS. Contact number for rental is 601-684-4678.

Mailing Address is P.O. Box 1407, McComb, MS 39649

Effective June 1, 2018

## St. Andrew's Activity Center Rental Policies Agreement

Our objective when renting the St. Andrew's Activity Center to the public for events is to provide the public a facility that is useful and attractive for all types of functions. To accomplish this objective, St. Andrew's Activity Center staff have set policies for rentals that will ensure the integrity of the building's appearance for all to enjoy. The following are policies set in place to for all functions.

- No nails, fasteners, staples, or heavy-duty tape. These items CANNOT be used on the walls ceilings, or fixtures of the center. If you need to hang up stuff, please use removable Command Strips.
- Any portable unit used to ice down beverages MUST have a protective mat underneath it to protect the flooring.
- To use the kitchen, a responsible person must take a tour of the kitchen and equipment for safety purposes.
- St. Andrew's kitchen supplies is NOT available to the public. You are required to bring your own kitchen supplies.
- St. Andrew's does supply tables and chairs. (22 8 ft. rectangular tables, 4 5 ft. tables, 180 chairs)
- All activities are limited to the upstairs area. The downstairs area is off limits.
- No firearms or weapons of any kind are allowed of the premises.
- St. Andrew's does not provide security officers. If you want security, you may provide your own.
- All events for young adults (under the age of 21) must be supervised by adults.
- Smoking inside the center is prohibited.
- Excessively loud music is NOT allowed. Must can be played at a reasonable tone.
- Alcoholic beverages are allowed, but they cannot leave the building or be sold.
- Everyone is encouraged to be out of the rental space by 1 A.M.
- St. Andrew's Activity Center does not allow ticketed parties.
- ALL garbage must be removed from building at the end of the event. ALL garbage must go down the road to the dumpsters at the Mill located at 520 Railroad Blvd. If garbage is not removed from building and taken to dumpster, renter may be charged with garbage fee that will be removed from cash deposit.
- If rental payments are not paid within 30 days of the event, St. Andrew's Mission has authority to cancel event and open the day up for rental.

St. Andrew's Mission, Inc. is not responsible for any loss of personal property or any injury incurred at an event at St. Andrew's Activity Center. This includes, but is not limited to, any such loss of property or injury during the preparations for an event, or the clean-up or break-down of decorations, furniture, kitchen ware, or any other event paraphernalia.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_