

## Guidelines for use of Maxwell Area Community Center

The following standards and guidelines for use of the “MACC” will apply to all individuals, groups, and organizations using the building and its facilities. This policy is set up to ensure enhancement of the interior and provide for the greatest effective utilization of MACC by the rental groups.

1. The entire building is a NO SMOKING facility. Violations may result in a \$100 penalty.
2. DO NOT prop open doors. Violations may result in a \$50 penalty.
3. DO NOT use glue, staples, thumbtacks or scotch tape on walls, ceiling, doors, tables, chairs, or steel structure above ceiling level; Use masking tape, poster gum (fun tack), or the 3M products for walls. DO NOT cut on the counter tops, please use the cutting boards. DO NOT put trash in our garbage cans without garbage liners! We do provide the cans with one liner inside and a spare hanging on the can. However if you are needing more please provide the extra liners needed.
4. All displays and decorations must be removed immediately following meeting, activity, or event.
5. In the event the Great Hall and Dining Room are rented to two different renters at the same time, guests should be encouraged to use the East Doors for the Dining Room, and the West Doors for the Great Hall.
6. All set up and clean up time is included in the rental time. We do not allow early set up the day or evening before, unless paying a \$50 set up fee (set up time is after 5pm). All items must be removed by 12:00 a.m.  
Rental time@saacn.com
7. “Open to the Public” events involving alcohol use may require a security officer to be present at the expense of the rental party. Student events will require approved adult supervision. Renter assumes all liability with events stemming from serving or providing alcohol to their guests.
8. Any law enforcement officer, MACC Board member or people appointed to act on their behalf are authorized to enter the premises for periodic inspection as so desired during any activity.
9. The MACC Board of Directors reserves the right to decline any request for Rental based on the nature of the event.
10. The renter agrees to conduct the activity planned in such a manner that no adverse publicity or criticism will be made to them, the City, MACC, or its officers.
11. Cleanup includes the following:
  - All trash is to be placed in bags and put in dumpster. **Items left outside the dumpster will forfeit deposit.**
  - Replace garbage bags in the trash containers.
  - Make sure all toilets are flushed.
  - Adjust thermostat. **If not adjusted, deposit will forfeit.**
  - Shut off all lights.
  - Make sure all doors are locked. **If not locked, deposit will forfeit.**
  - Key can be placed back in the envelope you picked it up in, and placed in drop box on front door.
  - DO NOT mop floors – thank you for wanting to clean up, but we have a special floor machine that cleans the tile.
  - **Wipe off any spills on tables & chairs. Put away ALL chairs and ALL tables.**

12. **DEPOSIT WILL BE FORFEITED if the doors are left unlocked or the tables or chairs are put away with food still on them, garbage left outside dumpster, thermostats not adjusted.**
13. **DEPOSIT WILL BE FORFEITED if a renter uses more space than contracted for.** If you rent the front dining room for \$50 and set up in the main hall that is not your contracted space you paid for. Please be aware your deposit will be forfeited.