



Members Choice Credit Union Community Room Rental Agreement

General Use Room Rental Guidelines

This Agreement between the Group or Organization _____ and Members Choice Credit Union (MCCU) defines the terms and conditions for rental of Community or Meetings Rooms.

The following terms and conditions apply to all room rentals:

1. All groups and/or organizations must complete a [Room Request Form online](#) and Rental Agreement (this document) at the time the Room(s) is reserved.
2. Rental of MCCU Room(s) will be on a first come, first served basis. MCCU maintains a room calendar, and all rental requests must be approved in advance. MCCU reserves the right to decline a request, or cancel an existing request, at any time.
 - a. Room(s) availability on a specific date/time is not guaranteed until approved and confirmed.
 - b. Room(s) may not be available outside of office hours without prior approval as this requires MCCU staff for event supervision.
3. The MCCU building and Rooms are for community purposes only. No personal events or for-profit events are to be scheduled for the building. The Room(s) shall not be used for any fraudulent purpose.
 - a. Renter agrees not to use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the rented room, common and public areas such as restrooms.
 - b. All Room guests must park in the designated visitor spots per request of the facility manager. The parking lot must be available to other tenant's visitors during the event.
4. While there is no deposit or room rental fees imposed, Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the MCCU staff immediately. Renters will be expected to cover all repairs and replacement costs of any damage to the facility itself and or the contents of such.
 - a. Nothing shall be attached to the walls, ceiling, or any fixtures.
 - b. No firearms or smoking are allowed on the premises.
5. The Community Room is set up with tables and chairs seminar style with a projection system.
 - a. Should a different table/chair setup be required, the renting party must request that at time of booking.
 - b. Should any additional equipment be required, the renting party will be responsible for the rental and setup of additional equipment. The Renter will be responsible for the removal of the rented equipment and the return of the room to normal condition. No onsite technical support is provided for any A/V equipment for this event.
6. The renters shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.



7. The Room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If the tables and chairs have been rearranged, they must be returned to their original positions.
8. MCCU is not responsible for catering or beverages, however, Renter may have food or beverages delivered. Please provide food table setup needs to the facility manager in advance. No alcohol is permitted.
 - a. Renters shall keep the room and equipment clean and free from damage from food and drink.
9. It is understood MCCU is in no way responsible for any personal injuries, property damage, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold MCCU, its employees, partners, and property manager harmless of any such damages.
10. Should the Renter need to cancel the event, please notify the facility manager Ichappell@mccu.com at least 24 hours in advance.

I have read the information above and agree to abide by Room Rental Agreement Guidelines.

Group/Organization Name

Signature

Name, Title Date

Please return a signed copy of this agreement to Members Choice Credit Union, c/o Lynn Chappell (Ichappell@mccu.com) to receive confirmation by email for your rental reservation.