



Please return completed form to via:
Email: office@meccharlotte.org
Fax: 877-529-0608
4301 Samrock Dr.
Charlotte, NC 28215

FACILITY USE REQUEST FORM

1. Organization: _____ Date: _____

2. Address: _____ Phone #: _____

2a. Person in charge of event (if different from above): _____ Phone#: _____

3. Date(s) Requested: _____ ****If recurring**** - Start date: _____ End date: _____

4. Time of day: Begin: _____ End: _____

5. Member or regular attender who will be present: _____

6. *Facilities needed (please circle all rooms you plan to use):

- | | |
|--|---|
| <input type="checkbox"/> Multi-purpose Room | <input type="checkbox"/> Classroom(s) – How Many? _____ |
| <input type="checkbox"/> Outside Front Field | <input type="checkbox"/> Meeting Room |
| <input type="checkbox"/> Outside Back Field | <input type="checkbox"/> Conference Room |

****Room(s) #:** _____

Use Guidelines.: Signature of this form indicates acceptance of all applicable fees and guidelines. Please explain activity to be held: _____

Estimated number of people involved: _____

The person/organization requesting the use of the facilities hereby absolves the MEC its leadership, members, or people of any liability for personal injury to any individual resulting from the use of the MEC facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the office promptly.

Amount paid: _____

Amount to be paid: _____

\$50.00 NON-REFUNDABLE deposit is due to secure date and location

\$100.00 REFUNDABLE cleaning deposit

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.
(See "Responsibilities after Building Use & Kitchen Etiquette" – reverse side)

Date: _____

Signature of Responsible Party

For Office Use Only:

Approved By: _____ Date: _____

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity

1. Collect all garbage into bags and bring it out to the dumpster located by the garage.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up..

**Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly

KITCHEN ETIQUETTE

1. Check with office for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the office before you bring your supplies to the kitchen. (If you buy things on sale before your event, have an extra refrigerator at home that you can store items in.)
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items.
5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed.

Trash: Trash should be put in garbage cans and tied. Janitor will dispose of bags. Also, please put recyclables in correct container.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen.

Facility Rental Charges

Description	Rate
Multi-Purpose Room	
½ day	\$100
Full day	\$150
Kitchen (for food warming only)	\$100 Deposit
Classroom	\$25 Per Hour
Outside back Field	\$100 per day
Outside Front Field	\$50 per day
Conference Room	
½ day	\$100
Full day	\$150
Meeting Room	
½ day	\$50
Full day	\$75

*****A security deposit of \$50 is mandatory before approval of event*****