



Manchester Educational & Activity Center Facility Rental Policies and Usage Guidelines

It is the desire of the Manchester Local School District to be accessible and open to the public that is served, and to foster an environment that engages the community.

Our first commitment remains with our district needs.

The District reserves the right to disapprove requests depending on the facility's ability to provide adequate support for a group or organization.

Facility Hours of Operation

<i>Monday-Thursday</i>	6:00 a.m. – 9:00 p.m.
<i>Friday</i>	6:00 a.m. – 8:00 p.m.
<i>Saturday</i>	8:00 a.m. – 12:00 p.m. 4:00 p.m. – 8:00 p.m.
<i>Sunday</i>	12:00 p.m. – 6:00 p.m.

Facility Rental Fees	Per 1 hour
Community Room	\$15
All-Purpose Room	\$30
Court 1 or 2	\$15
Courts 1 & 2	\$30
Track	\$15

The **Community Room** can accommodate up to 20 people. Available in the room are desktop computers, a conference table, chairs, podium, flat screen television ideal for presentations, and wireless connectivity. Perfect for small corporate retreats and business meetings with exercise break opportunities right outside the door.

The **All-Purpose Room** can accommodate up to 40 people. Available in the room are transportable tables and chairs, flat screen televisions ideal for presentations, white marker boards, and wireless connectivity. This space is a great option for a birthday or retirement party.

Let **one or both courts and the three-lane track** be an add-on to an event. Court and track headcount cannot exceed 50.

Application Procedures

- Facility Rental Application form can be found on www.meac.life, under the Facility Reservations tab, or obtained from the MEAC reception desk.
- Complete the form and submit online, or print and return to the reception desk.
- Applicant must be a representative of the renting organization with authority to financially bind the organization.
- All events must be scheduled 14 days in advance.

Approval

- Facility administrator will approve or decline requests.
- Renter will be notified of approval and sent an invoice for payment.

Payment

- Rental fees must be paid in full seven days in advance to secure hold of the desired space(s).
- Cash, card, or checks are acceptable. Checks made payable to MEAC and mailed or delivered to the MEAC reception desk.
- **Note: MLSD employees can cover rental fees with completion of the Payroll Deduction Form.**

Changes

- All changes, if able to be arranged, must be made 48 hours in advance of event.
- Additional rental fees will apply as necessary.
- No refunds will be issued if renter ends activity early.

Cancellations

- Refunds will not be made in the event of renter cancellation.
- Refunds will be made in the event of inclement weather and a re-scheduled date is not desired.

Facility Rental Rules & Regulations

- The District reserves the right to impose reasonable conditions to assure compliance with regulations and to reject an application from an organization or group that has previously misused facilities or breached an agreement.
- Unlawful, disruptive conduct, and policy violation will not be tolerated and could result in being asked to leave the property.
- Reservations are on a first-come, first-serve basis with MLSD needs being top priority.
- Tobacco and alcohol products are not permitted anywhere on our facility grounds.
- Facility property is expected to be left in the same condition as it was upon arrival - Renter is responsible for clean-up of group's space(s).
- An extensive cleaning fee of \$30 may be charged if necessary.
- All children under the age of 18 must be supervised by competent adults.
- Renter must sign an agreement to indemnify and hold the district harmless from any loss, damage, liability expense, claim, or demand that may arise or be caused in any way by use of facility.
- Renters are prohibited from offering items for sale or promoting items while utilizing the facility.
- The MEAC does not provide flip charts or other office supplies for seminars or workshops.
- A copier/printer is available on-site with a per page cost.
- No animals, unless for service needs, are permitted on the property.
- Recreational equipment needs are available upon request. However, renters may bring their own recreational equipment.
- In the event of inclement weather, the renter must contact the facility director.

Refreshments

- MLSD grants exclusive right to Pepsi-Cola. No other products deemed to be competitive are to be inside the facility. Pepsi-Cola products include Lipton, Dole, Tropicana, Gatorade, and Aquafina.
- Refreshments are to be provided by the renter and are only permitted in the Community Room and All-Purpose Room.
- Refrigerator access is available.