



RENTER RULES & REGULATIONS

Please read this document in its entirety, as you will be held to all of its terms:

GENERAL

- Any areas not listed on the Use of Premises term on your Guest Use Agreement are restricted from use by Client and Client's invitees. Prohibited entry will result in forfeiture of your deposit.
- A venue walk through with The Mission Staff and The Client must be completed prior to Event Term completion. Failure of The Client to complete a venue walk through with The Mission Staff will result in an automatic forfeiture of all rental cleaning and security deposits.
- Keys: You and you alone are responsible for the keys. Do not give them to anyone. Issued key(s) must be returned to the property manager prior to the Event Term end or a \$50.00 fee per key will be charged.
- Failure to vacate the premises prior to the Event Term end will be charged a fee equal to 10% of the final event package subtotal (minimum of \$500), incurred per hour (or portion thereof).
- Client is responsible for any theft or damages to the Premises caused by Client, its guests, or vendors. Any cleaning required beyond the customary cleaning conducted at the end of each Rental Term will be the responsibility of the Client. Owner reserves the right to deduct such costs from the deposit or charge the card on file.
- Affixing tape, pushpins, staples or nails to hang décor or signs on walls, doors, doorframes, floors, windows, artwork, ceilings, trees, buildings, fences, or any other item is prohibited. In the event that damage is done as a result of any unauthorized decorating, the cost of cleaning, repairs, and replacement will be billed to Client.
- Any decorations provided by Client for an event will be the sole responsibility of Client to set up and take down. Please note that any décor that is placed higher than eight feet off the ground must be placed by a licensed and insured company selected by The Mission (additional fee applies). The Mission is unable to provide ladders, step stools, or tools.
- Confetti, sparklers, fireworks, rice, bird seed, glitter, and spray paint are not permitted under any circumstances.
- All candles must be in glass containers in order to contain dripping wax. Client is responsible for reimbursement costs if linens, tables, property are damaged by candle

wax. No candles are to be placed on the ground. The Mission staff is not responsible for lighting candles.

- No pets shall be allowed on the Premises at any time. There will be a \$500.00 fee charged to Client if any unauthorized pet is on the Premises at any time. This fee shall be in addition to any charges for damages the pet may cause.
- Please also note that this is a NO SMOKING property except in the designated area. All cigarette butts must be contained and properly disposed of.
- Use of illegal drugs is strictly prohibited on the property. If found, the renter and their guests will be immediately denied continued occupancy or use of these Premises.
- Heating and cooling shall be turned off prior to departure.
- All windows are to be closed and locked prior to departure.
- All decorations to be removed and put in trash.
- No wood or iron stakes, pipe, tent pegs, etc. to be driven into ground in lawn areas.
- All rental spaces must be swept prior to departure.
- No beds, mattresses or bed frames may be moved or relocated at any time.
- **NO JUMPING ON BEDS AT ANY TIME**

POOL

- No glass in the pool area at any time
- No alcoholic beverages in the pool area at any time

TRASH

- All trash/garbage cans must be emptied into the garbage dumpster behind the dining hall. The Mission will remove garbage from the dumpster only.

KITCHEN

- Oil is never to be dumped down any drains
- Butcher block table not moved
- Do not use any equipment that you do not know how to use. Ask staff for assistance.

RESTROOMS & FACILITIES

- Upon commencement of the Event Term, toilet paper, paper towels, and hand soap will be stocked in the bathrooms of all rented spaces. Should you be renting the space for multiple days, you will be supplied with additional stock per day. Should you need more than your allotment, you will be required to purchase your own.

TABLES & CHAIRS

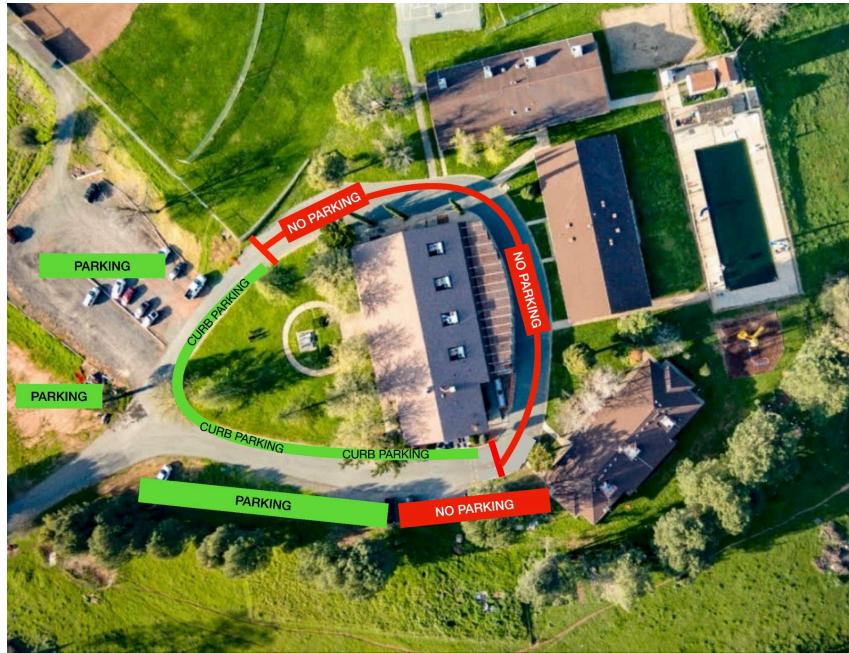
- No carving on the outdoor benches
- No inside tables or chairs will be used outside the hall, no outside picnic tables or benches are to be used inside
- Before departure, all tables and chairs must be wiped down, stacked and stored as originally found

FIRE & SAFETY

- Emergency exits must remain unobstructed at all times
- Fire Lane between the Main Hall and other buildings must remain unobstructed at all times
- In the event of fire or emergency, immediately contact 911. Please follow up by contacting The Mission Event Coordinator to make them aware of the emergency.
- The speed limit on the property is 5mph.

PARKING

- Parking is allowed in the parking lots below the western softball field, around the paved "Y" on the western side of the property and on the unpaved area to the west of the BBQ pit. Please see site plan for approved parking locations.
- No parking at any time allowed around the paved loop between the Main Hall and other camp buildings.
- No parking at any time on any grassy areas or other areas not specifically noted on the site plan.
- All vehicles not adhering to the parking guidelines will be subject to towing at vehicle owner's expense.



Damage charges detailed: These prices are starting costs and may be increased based on the damage, solely at the discretion of The Mission. Damages are not limited to this list and will be charged at the discretion of the Mission.

- Floor gouges or excessive floor scratches: \$250+
- Tape/adhesive/tacks/staples on walls, windows, doors, floors, etc: \$100+
- Wall/Paint Damage: \$100+
- Broken Chair: \$75
- Broken Round Table: \$275
- Broken Rectangle Table: \$350
- Nails/Screws/etc in wood or walls: \$75+
- Window/Glass Breakage: \$500+
- Blind Breakage: \$350+
- Excessive Clean up: \$500+
- Leaving building open or unlocked: \$100
- Chairs not stacked: \$15 per chair
- Trash not taken to dumpster behind building: \$50 per trash can
- Kitchen not cleaned up/wiped down: \$200
- Rentals left in building past allotted rental time: \$500/day
- Trash/Cigarettes on property: \$100+
- Mattress/Box Spring/Bed Frame Breakage: \$500+ per piece

Notice: It is never The Mission's intent to charge or deduct from a client's security deposit. Our goal is for you to have a great event, with the premises treated courteously and left just as found, while following the responsibilities outlined in the Guest Use Agreement.

Group Name:

Rental Date(s):

Today's Date:

Renter Name (Print):

Renter Signature:

Today's Date:
