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RENTAL GUIDELINES

Our aim is to make each rental as satisfactory experience for all parties. To that end, we provide the following guidelines:

1. Rental of the kitchen does not include any utensils, supplies, flatware, cups or glassware; the renter must provide these items.
2. TMCC shall not be accountable for injury to any person (s) or damage to any property which may be owned or used by the individual/organization contracting for use of TMCC space.
3. The renter will be responsible for any damages beyond the amount of damage deposit.
4. Rental of specific areas does not preclude TMCC from using other areas on the campus.
5. Upon receipt of the damage deposit and 50% of the rental fee from the renter and execution of the Rental Agreement by TMCC, the rental space is confirmed. All fees and deposits are non-refundable in the event of a cancellation within 2 days of the event.
6. Rental fees do not cover the setting up or taking down of tables and chairs; the renter is responsible for this. All furniture should be returned to its original home.
7. The piano must not be moved unless by a professional company and retuned after returning it to its original position.
8. Nothing is to be placed on the piano.
9. The renter is responsible for the removal of all refuse.
10. The renter is responsible for leaving all areas used in a clean condition.
11. Nothing can be stuck to walls unless it is in a way that can be removed without any marks to the walls.
12. All electronic equipment must be hired with an operator in order to be used.
13. A rental fee is charged for rehearsals and set-up times that are outside the primary rental times.
14. Children under 18 must be supervised at all times.
15. All renters will comply with all local, state and federal governmental statutes and regulations.
16. No rentals will be approved to groups that promote divisive or phobic behaviors
17. There is no smoking in any of the buildings. Smoking is in the allotted area behind the shed and there is a receptacle for cigarette ends.

Signed: _____

Name: (Printed) _____ Date: _____