



**Rental Agreements:** Groups renting the facilities are responsible for damages to equipment and buildings beyond normal wear and tear.

**Renter's responsibility prior to the event:** Fill out the reservation form and submit, together with a \$250 non-refundable deposit to MCI. The entire deposit will be applied to the rental cost, provided the rented facilities are left neat and clean and no damage has occurred. The balance of the rent is due at the time of the event. An inquiry to rent the facilities for a certain date will hold the facility until a firm commitment with the deposit is received. In the event of a second inquiry for the same date by another party, the first party will be notified and a firm decision will be requested within a reasonable period of time. For smaller groups, the school reserves the right to consider other simultaneous rentals. In the event that food services are being requested, confirmation of the number of participants must be given 10 days prior to the beginning of the event. Final billing will be based on the actual numbers, provided that they are not less than 90% of the confirmed number. In the event of the final numbers being less than 90%, billing will be based on 90% of the confirmed number.

**Renter's responsibility during the event:** Participants in the group should be informed of the school's general philosophy and guidelines. The school reserves the right of refusal to groups who are unwilling to comply with the following:

- Smoking is not allowed in any areas inside the building.
- Possession and/or use of alcohol and illicit drugs are not allowed on campus.
- Marijuana is not permitted on campus.
- Pets are not allowed anywhere in the building.
- All group members should respect moral and ethical standards based on Christian principles.

MCI does not assume responsibility for personal property and vehicles on the premises. Damages should be reported to the person in charge. Dormitory rooms, lounges, and mezzanine are to be cleaned prior to departure. Please leave facilities in a clean and tidy manner.