

MARILLA CENTER AGREEMENT

The Marilla Center is a multiuse facility and is home to several BOPARC camps and contracted group events. All supplies and equipment in the facility are the property of BOPARC and/or contracted groups. The facility **does not** operate with a full service cleaning or maintenance staff and is rented on an “as is” basis. **Rental groups are responsible for cleanup after an event.** There are approximately 14 folding tables and 125 folding chairs in the center. A small kitchen is available for use when renting the center and general park rules, copy available from administrative office, are applicable to the Marilla Center.

RATES - Rates for rental are \$200 for a half day (up to 4 hours) or \$400 for a whole day (5 or more hours). **Please note that the rental times include set up and clean up time. If you are renting for a half day we allow for multiple rentals! Arriving early and/or staying over the allotted rental time will result in additional charges at a rate of \$25 per every 30 minute increment over allotted rental time.**

CLEAN-UP DEPOSIT FEE – Due to continual issues with groups not cleaning up after their events a required cleaning deposit will be collected with the rental fee at the time of rental. The fee scale is as follows: \$25 for half-day rentals and \$50 for full day rentals. This fee will be refunded to the renting part **AFTER THE CENTER HAS BEEN INSPECTED following your event and it has been verified that all rules and requirements below have been met.**

RULES

Each renting individual or group is responsible for picking up the key to the Marilla Center along with alarm code prior to your event and for basic clean up after your event. This includes:

A – Tables and chairs must be cleaned before putting them away. Supplies can be found in the kitchen under the sink should you need them.

B – Folding tables and chairs and putting them away. Sweep main room if necessary!

C – Cleaning kitchen after use (this includes wiping ALL cooking/prep surfaces, sweeping floor, attending to any spills or food prep splatters). PLEASE NOTE that leaving surfaces splattered with food debris (**including walls**), leaving trash behind, not sweeping and/or attending to spills (**in oven, refrigerator and microwave as well as exterior surfaces**) will **automatically** result in forfeit of your clean-up deposit.

D – Bagging trash and taking it to the dumpster across the parking lot.

E – DO NOT block any exterior or interior doors.

F – DO NOT use push pins, nails, or screws to hang decorations. NO SILLY STRING or other adhesive material is to be used for decoration or celebration.

G – If you are running the air conditioner, DO NOT leave the outside doors open! This will cause the AC to stop working.

H – Please take all of your food product and leftovers with you. Do not use product you find here upon arrival. Plugging in several crock pots or coffee pots will cause a breaker to trip so please keep such appliances to a minimum.

J - Please be courteous of the next group to use the Center and be in and out on the agreed upon time (see note above related to charge for extended stay and/or early arrival).

K – The Marilla Center is located below a residential area. Please be respectful of noise, traffic, etc.

L – Please check and clean surrounding grounds after your rental if needed.

*****REMEMBER! CLEAN UP is the responsibility of the RENTAL GROUP. This includes the main room, bathrooms and kitchen. There are cleaning supplies under the kitchen sink and in the mop room (door in the hallway between the bathrooms on the left side of women’s room wall). Leaving the center in poor condition will result in an automatic forfeit of the cleaning deposit and any additional damages or issues requiring additional personnel, additional cleaning time and supplies will result in additional charges*****