



Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

## Activity Center Rental Agreement

Rentals: Weddings, Private Parties & Banquets, Showers	\$600.00 Donation
Advertised, Ticketed, Fundraisers, Concerts (live band or DJ)	
Or other unlisted event	\$1000.00 Donation
Additional day (per day / evening)	\$200.00 Donation
Meetings, Classes, Seminars, (per hour, Mon - Thurs. Only)	
Classroom	\$50.00 Donation
Activity Center	\$100.00 Donation

To Reserve: Rental Donation of \$100.00 is required and is non-refundable.  
**FULL PAYMENT OF RESERVATION IS DUE 30 DAYS PRIOR TO EVENT.**

\$250.00 Key/Security Cash Deposit is Due at Key Pick-up.  
(Key deposit is not part of the rental)

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Two contact numbers: \_\_\_\_\_ ID's verified by: \_\_\_\_\_

Name and Number: \_\_\_\_\_

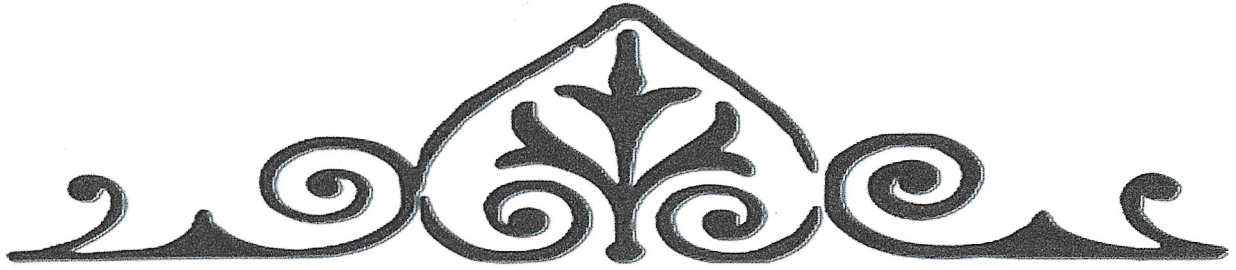
Name and Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Access begins date: \_\_\_\_\_ time \_\_\_\_\_ am/pm

The Activity Center is located at 201 Main Street, McComb, MS. Contact number for rental is 601-684-4678. Mailing address is PO Box 1407, McComb MS 39649

Effective October 20, 2023



## ST. ANDREW'S ACTIVITY CENTER RENTAL POLICY

*Our objective when renting The Activity Center to the public for events is to provide the public a facility that is useful and attractive for all types of functions and events. To accomplish this objective, The Activity Center staff has set policies for rentals that will ensure the integrity of the building's appearance for all to enjoy. The following are policies set in place for all functions.*

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**NO FIREARMS OR WEAPONS OF ANY KIND ARE ALLOWED ON THE PREMISES, WHETHER WITH A PERMIT OR NOT ( Only exception is an on-duty uniformed police officer).**

**THERE IS ABSOLUTELY NO DRUG USE OR SMOKING, INCLUDING VAPING, OF ANY KIND TOLERATED IN THE BUILDING. NO LOITERING OR LARGE CONGREGATIONS OUTSIDE ON THE SIDEWALK OR IN THE PARKING LOT AT ANY TIME DURING THE EVENT. DISPARAGING REMARKS OR ANY TYPE OF PHYSICAL VIOLENCE WILL NOT BE TOLERATED AND WILL BE CAUSE FOR IMMEDIATE EXPULSION. THE RENTER AND THEIR GUEST SHALL USE THE PREMISES IN A CONSIDERATE MANNER AT ALL TIMES. NO GUESTS ARE ALLOWED INTO ANY OTHER PARTS OF THE ACTIVITY CENTER. RENTERS ARE RESPONSIBLE FOR THE BEHAVIOR OF AND / OR ANY DAMAGES CAUSED BY THEIR GUEST AND / OR RENTED SERVICE PERSONNEL.**

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**Maximum capacity for the Activity Center is 175 people, including staff.**

- No nails, fasteners, staples or heavy-duty tape. These items cannot be used on the walls, ceilings or fixtures of the center. If you need to hang things up, please use removable Command Strips.

- Any portable unit used to ice down beverages Must have a protective mat underneath it to protect the flooring.
- To use the kitchen, a responsible person must take a tour of the kitchen and equipment for safety purposes.
- St Andrew's kitchen supplies are not available to the public. We supply 130 folding chairs, 21 - 8 ft. resin rectangular folding tables, 4 - 5 ft resin round tables for your use.
- Excessively loud music is not allowed. Please understand that there are neighborhoods around us.
- We ask that your guest be out of the Center by midnight which will leave you one hour to remove all food and trash from the Center. You and all persons need to be out of the venue by 1:00am.
- All garbage should be bagged accordingly and removed from the venue. For your convenience, we have a dumpster at The Mill parking lot located at 520 Railroad Blvd.
- We request that the rental payments are paid within 30 days of the event date. If this payment is not made then St. Andrew's reserves the right to cancel the event and open the day back up for rental.
- All events for young adults (under the age of 21) must be supervised by an adequate number of adults.
- Alcoholic beverages are allowed, but they cannot leave the building or be sold. St Andrew's does require that you have adequate security for your guest as we do not provide security officers.
- St. Andrew's has a lost and found and will take the appropriate actions for returning any lost items to the guest.
- St Andrew's is not responsible for any loss of personal property and/or injury incurred at an event at the Activity Center. This includes, but is not limited to, any such loss of property or injury during the preparations for an event, or the clean-up or break-down of decorations, furniture, kitchenware, or any other event supplies.

As the renter or renter's representative, I agree to all of the above. Date: \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_