

GUIDELINES FOR GUEST USE OF M4NL / BCM.

Following our priority scheduling period, Reservations are first come, first served. Reservations are confirmed upon receipt of request form, deposit, and completed contract sent out by M4NL/ BCM

No reservation is confirmed until a reservation confirmation letter and signed contract is processed.

Groups of more than 50 guests will be required to attend a property orientation prior to their arrival date.

Due to the high volume of property use, check in; check out times are, STRICTLY ENFORCED without exception.

Guests are expected to treat the facilities with utmost care and respect. Please observe all posted signs, indoors and outdoors.

The person listed on the reservation request form will be held responsible for ensuring that all guests under their supervision are made aware of, and follow property guidelines.

The possession or use of **illegal drugs, fireworks, firearms or other weapons is strictly prohibited.** Violators will be asked to vacate the facility immediately, without refund, not be allowed to return. Security is allowed a concealed weapon.

Before checking out of the facility, guests are expected to complete a building check out form that includes the following:

Disposal of all trash in outdoor dumpsters, replacement of all furnishings, tables and chairs belongings to original location. Please note any needs for maintenance and repair on your evaluation sheet. Any items not noted on checkout sheets as damaged will be charged to guests. Negligence, on the part of guests, is grounds for cancellation of any future reservations. Your cooperation is appreciated.

In the event of an emergency, weather-related or otherwise, guests are to follow staff instructions.

******M4NL / BCM reserves the right to ask any individual or group to immediately leave the property if the above guidelines are not followed. Please be advised that should this occur, guests will forfeit all future reservations without return of deposits. ******

CANCELLATION POLICY

Groups wishing to cancel or change reservations may do so at any time up to 120 days from the date of reservation without penalty or loss of deposit. Cancellations made up to 120 days prior to rental date will be refunded 100% of their deposit. Cancellations made between 60 -119 days from rental date will be refunded 50% of their deposit. Cancellations made less than 60 days from the date of their reservation, a partial deposit is returned only if another group has been located to fill the vacancy. Within 45 days of the reservation deposits are **non-refundable**.

PAYMENT POLICY

Fees for Full, and / or Mini Facility and other large group reservations are due 45 days prior to event date. Individual reservations are payable in full 30 days prior to event. All payments are payable by check or money order. We regret we cannot accept credit cards for payment.

I certify that I have read and understood the fee schedule, guidelines and cancellation policy for guest use of M4NL / BCM By signing this agreement for use of Mission 4 New Life Center / BCM facilities, I assume responsibility for my group's knowledge and understanding of these guidelines and procedures. I understand that all participants in activities at Mission 4 New Life Center / BCM must Provide liability waiver Certificate of Insurance . **HOLD HARMLESS AND INSURANCE**.

The Renter shall save, indemnify and hold harmless the M4NL Management LLC for any liability for damage or loss to persons or property resulting from Renter's occupancy or use of the premises and **shall purchase general liability** and property damage insurance in the amounts of not less than 2,000,000, 1,000,000 per person and 1,000,000 per occurrence which names the Landlord as an **additional insured** for this purpose and provide the Landlord with a **Waiver of Subrogation** .

Signed: _____ Date: _____

Group Name: _____ Dates of Event: _____

Received M4NL Staff _____ Date: _____

Check Number : _____ Amount : _____