

MCT Rental Cleanup Expectations

Thank you for choosing the MCT Building as the location of your event! We are very proud of the quality and cleanliness of our facility. Because of this, and coupled with our desire to keep rental fees as low as possible, we ask our renters to leave the rented space in a condition that allows our staff to return it to normal as quickly as possible. To this end, this list was created to help make cleaning up afterward as simple and efficient as possible for all parties involved. *Please bring this list with you the day of your event to make sure nothing is neglected.* Please be aware that the Security Deposit we keep on file for your event may be charged if these expectations are not met. If you need anything after office hours (garbage bags, additional furniture, etc.), just dial 224 from any phone to reach a Custodian.

- Tables need not be broken down, but chairs can be stacked in sets of 8. There is no need to group the stacks, just scattered about the room is fine.
- All trash should be placed in a proper trash container. If all trash cans in your rented space are full, it is your responsibility to take all additional trash to the dumpster, located on the south (Main Street) side of the building.
- No alcohol bottles or containers (including kegs) should be left out in the open (this is, after all, a *children's* theatre). If you are renting the Lobby, leftover wine bottles and kegs may be placed in the Concession Kitchen. Otherwise, please take all alcohol bottles to the dumpster, and all kegs with you.
- The ice machine is for ice only. Please do not store anything in the ice machine except for ice.
- Glitter and/or confetti are not permitted in any of our rented spaces.
- Floors and carpets should be left in a condition that requires only sweeping and mopping, or vacuuming. Large spills, food ground into the carpet, damage to hardwood floors, and previously non-existing stains may require a charge.
- All dishes, flatware, linens, etc., brought into the building must be removed by the end of your allotted time (*not* the next morning). If you made use of any of MCT's dishes, please rinse them and place them in the dishwasher or sink.
- All windows and doors should be closed and lights turned off upon departure.
- Also, it should be noted that the ending time quoted on your contract is when you should be out of the building. Any time over this quoted time will result in a charge of **\$100 per hour** (billed in ¼-hour increments).

Thank you in advance for your time and cooperation in complying with this list. If you have any questions or comments, please feel free to give me a call at (406) 728-1911, ext. 242, or email me at dkukla@mctinc.org Thanks again, and I hope your event is a great success!

Don Kukla, Facilities Coordinator, Missoula Children's Theatre