

# Missouri Heights Community League (MHCL)

## Schoolhouse Rental Information

**\*\*\*\*If there are current COVID regulations again, you must comply while you are using the property and cover costs of monitoring.\*\*\*\***

The main meeting room is 25' x 35' with an additional small entry way. In the main room there is a 4' x 35' chalkboard along the west wall. There is an 8' x 12' kitchen with a refrigerator, double sink, and hot/cold water. There are no cooking facilities. You may bring slow cookers/warmers.

There are ten 8' x 3' white Melamine folding tables and 59 matching folding chairs. There is also one 8' x 3' (very heavy) brown table and one 2' x 4' gray table (which needs to remain in place in the kitchen, as it is very unstable if moved).

There are ten 110V electrical outlets throughout the interior of the schoolhouse and one inside the teacherage. There is one outlet on the outside on the schoolhouse west side, and one on the outside on the teacherage west side. These outlets and all the lighting are **all on one 30 amp circuit. Please make sure your electrical needs do not exceed what we can handle.** The circuit breaker box is inside on the south wall.

There is one other outlet **on the south side of the schoolhouse which has its own dedicated 30 amp circuit.**

There is one porta potty located across the parking lot next to the teacherage. **Put ONLY toilet paper in the toilet.**

All windows are inoperable. Please do not try to force windows open. If your rental is in warmer weather, we have two large floor fans and you may also bring fans to help with air circulation and leave the doors open.

You may have to raise the heat a few hours prior to your event time if it's in colder weather. The thermostat is on the wall next to the door in the main room. **Prior to leaving, make sure the thermostat is left ON and turned back to 50 (or whatever is posted) degrees if you turned up the heat.**

There are two 39 gallon trash cans and trash bags available. **You are responsible for removing all your trash and recycle and replacing the bags.**

The red handle on the well (west side of building) is up (on), and the sprinkler is on a timer. Please leave it as is. The watering happens overnight, so no one will get wet. Please do not mess with the timer and hoses. If you will need outside water for anything, please inquire first.

The keys will be made available the morning of your rental along with instructions for their return. **Please email or call if you have not received instructions a few days prior to your rental.**

## Schoolhouse Rental Policies

Maximum total number of people allowed on the property is 100 per fire department regulations.

Dogs, or any other pets/animals, are invited by special arrangement only. Please inquire.

**There is no smoking, open flames, fires, or grilling allowed anywhere on the property, inside or outside. Full forfeit of deposit for violation.**

**Use only Command hooks.** Do not mount anything with nails, tacks, push pins, staples, tape, or any fasteners that leave a mark, a hole, or will peel the paint when removed. Do not mount anything to the chalkboard. (Ask if you have questions or concerns about your plans).

On-site gravel parking lot is available for approximately 15-20 cars tightly parked. No parking elsewhere on the property. Additional parking is on the county road only. **Please do not park on the private driveway east of the schoolhouse. Park only on the south (toward the mountain) side of the county road, off the road as much as possible, and to the west (downhill) of the driveway. This is for the safety of all (including your vehicle).**

**Please leave all hanging photos and artifacts in place. You may move anything else you need to for your event. Please take photos of where everything is before moving anything, including the tables and chairs, so you can put everything back exactly the way you found it.**

**Please make sure ALL noise (amplified, or not) is stopped or taken inside the schoolhouse by dusk.** This is a residential neighborhood. The noise actually amplifies and travels to the neighboring residences. This is a courtesy we have agreed to in order to hold events here.

**Please watch your children (and pets if preapproved) at all times for their safety and your peace of mind. People drive way too fast on the road.**

**\*\*\*You are responsible to thoroughly clean the tables and chairs of any spills and/or dirt (including the legs and undersides), remove any tape and fold them back up, sweep the floor (wet mop floor if there are spills or dirt tracked in), clean up the kitchen, wash the chalk board, clean erasers outside, make sure the grounds are free of all trash, and take all your trash and recycle with you. Remember to clean under where you stack the chairs and tables before you stack them. The teacherage also needs to be cleaned.** Our volunteers will check to make sure the schoolhouse is ready for the next event. If it is, there is no damage, and you have followed all our policies, your cleaning/damage/policy deposit will be returned. If there are any costs over your deposit to repair or clean after your rental, you will be responsible to reimburse us. We really appreciate your participation in cleaning because your help and compliance is what keeps the schoolhouse available to you at a very low cost!

**\*Remember, last person to leave... Please make sure the kitchen faucet is turned completely off, take all food leftovers from the shelves and refrigerator, leave the thermostat ON but turned back to 50 (or noted), if you turned it up, turn the lights off, and lock both front and back doors. Thank you, and we hope you have a great time!**

*Enjoy yourself, your family, and your friends.  
Thanks for supporting our all-volunteer non-profit  
Missouri Heights Community League!*