

Missouri Heights Community League (MHCL)

Schoolhouse Rental Information and Policies

Maximum number of people allowed is 100.

Dogs are invited by special arrangement only.

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 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 the kitchen, as it is very unstable if moved).

There are ten 110V electrical outlets throughout the interior of the schoolhouse and three outside outlets. The one outside outlet on the south side of the schoolhouse has its own 30 amp circuit. All the other lights and outlets, including in the teacherage, are on another single 30 amp circuit. Please make sure your electrical needs do not exceed what we can handle.

The teacherage, which is included in the rental, has overhead lighting and one 110V outlet.

There is one porta potty located across the parking lot next to the teacherage from May through October.

All windows are inoperable. If your rental is in warmer weather, you may bring fans to help with air circulation and leave the doors open if you want.

You may have to raise the heat a few hours prior to your event time if in colder weather. Make sure to turn the heat back to 50 degrees prior to leaving. The thermostat is on the wall by the main entrance.

Your key will be made available the morning of your rental date along with instructions for its return. *Please email or call if you have not received instructions by the day prior to your rental.*

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

If the red handle on the well (west side of building) is up, the sprinkler is on. Lower it for your event, and raise it when you leave.

There is no smoking, fires, or grilling allowed anywhere on the property, inside or outside. (Fire hazard)

Please do not mount decorations/exhibits with nails, tacks, push pins, or any other fasteners that leave a mark or will peel the paint when removed. Please do not mount anything to the chalkboard.. (Ask if you have questions or concerns about your plans).

On-site parking is available for approximately 15-20 cars tightly parked. Additional parking is on the county road only. *Please do not park on the private driveway east of the schoolhouse. Also, 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 drive. This is for the safety of all (including your vehicle).*

Please leave all hanging historic photos and artifacts in place. You may box up the photos on the shelves in the entrance and use the shelves for your event. Please replace them before leaving.

Please watch your children (and dogs, if preapproved) at all times for their safety and your peace of mind.

Please make sure ALL noise (amplified, or not) is stopped or taken inside the schoolhouse by 9:00pm or dusk, whichever is earlier. This is a residential neighborhood, and the sound travels and amplifies to the neighboring residences.

****Please remember that 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, wipe the chalk board, make sure the grounds are free of any trash, and take all your trash and recycle with you. The teacherage also needs to be cleaned. Our volunteers will check to make sure the schoolhouse is ready for the next event. If not, your cleaning and damage deposit will be applied, and any extra charges will be your responsibility. We really appreciate your participation in cleaning, and besides, your help 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, turn the heat back to 50 if it is on, and turn the lights off.*

**Sometimes the doors stick; please make sure they are latched and locked before you leave. Thank you!*

More information on our website: <http://www.mhschoolhouse.org/>

*Enjoy yourself and friends,
and thanks for supporting the Missouri Heights Community League!
- Your all volunteer board and staff members*